

INVITATION FOR BIDS (IFB)
FOR
PSYCHOLOGICAL EVALUATION SERVICES
(CMS 101106)



County of Los Angeles
Department of Children and Family Services
Contract Development/Fiscal Management
425 Shatto Place, Room 400
Los Angeles, California 90020

October 2006

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the County will be determined in accordance with the terms of the applicable contract and applicable law.

**PSYCHOLOGICAL EVALUATION SERVICES INVITATION FOR BIDS (IFB)
(CMS 101106)**

TABLE OF CONTENTS

INTRODUCTION	1
1.0 PREAMBLE.....	1
2.0 DCFS MISSION STATEMENT.....	4
3.0 BACKGROUND	4
4.0 OVERVIEW OF SOLICITATION	4
5.0 TERMS AND DEFINITIONS	5
6.0 MINIMUM REQUIREMENTS FOR QUALIFICATIONS AS BIDDER.....	5
PART A - GENERAL INFORMATION AND REQUIREMENTS	7
1.0 PURPOSE.....	7
2.0 RESPONSIVE AND RESPONSIBLE BIDDER.....	7
3.0 CONTRACT TERM	7
4.0 TERMS AND CONDITIONS.....	7
5.0 CONTRACT RATES	8
6.0 SUBCONTRACTING.....	8
7.0 DAYS OF OPERATION	8
8.0 FORMAL APPROVAL OF CONTRACT	8
9.0 COUNTY RIGHTS AND RESPONSIBILITIES	8
10.0 COUNTY OPTION TO REJECT BIDS	9
11.0 PROTEST PROCESS.....	9
12.0 EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT	10
13.0 CONFLICT OF INTEREST.....	10
14.0 BIDDER'S RESPONSIBILITY FOR EMPLOYEE COMPENSATION	10
15.0 DISCLAIMER	11
16.0 CONTACT WITH COUNTY PERSONNEL.....	11
17.0 GRATUITIES.....	11
18.0 CONSIDERATION OF GAIN/GROW PARTICIPANTS FOR EMPLOYMENT....	12
19.0 BIDDER'S ADHERENCE TO COUNTY CHILD SUPPORT COMPLIANCE PROGRAM.....	12
20.0 FEDERAL EARNED INCOME CREDIT	12
21.0 DETERMINATION OF BIDDER RESPONSIBILITY.....	13
22.0 BIDDER DEBARMENT	14

23.0	INDEMNIFICATION AND INSURANCE COVERAGE REQUIREMENTS	16
24.0	COUNTY'S QUALITY ASSURANCE PLAN	16
25.0	COUNTY POLICY ON DOING BUSINESS WITH SMALL BUSINESSES	17
26.0	RECYCLED-CONTENT PAPER	17
27.0	SPARTA PROGRAM	17
28.0	INJURY & ILLNESS PREVENTION PROGRAM (IIPP)	17
29.0	BACKGROUND AND SECURITY INVESTIGATIONS	18
30.0	NOTICE TO BIDDERS REGARDING THE COUNTY LOBBYIST ORDINANCE	18
31.0	APPLICABLE LAWS AND REGULATIONS	18
32.0	JURY SERVICE PROGRAM.....	18
33.0	MANDATORY REQUIREMENT TO REGISTER ON COUNTY'S WEBVEN.....	20
34.0	SAFELY SURRENDERED BABY LAW.....	20
35.0	NOTICE TO BIDDERS REGARDING THE PUBLIC RECORDS ACT	20
36.0	LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM	21
37.0	CONTRACTOR'S OBLIGATION UNDER THE FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)	21
38.0	BIDDER'S CHARITABLE CONTRIBUTIONS COMPLIANCE	21
39.0	NOTIFICATION TO COUNTY OF PENDING ACQUISITIONS/MERGERS BY BIDDING COMPANY	22
PART B - INSTRUCTIONS TO BIDDERS.....		23
1.0	COUNTY RESPONSIBILITY	23
2.0	TRUTH AND ACCURACY OF REPRESENTATIONS	23
3.0	IFB TIMETABLE	23
4.0	BID REQUIREMENTS	24
5.0	SOLICITATIONS REQUIREMENTS REVIEW	24
6.0	BIDDER'S QUESTIONS AND CONFERENCE	25
7.0	LANGUAGE	26
8.0	PREPARATION AND FORMAT OF BID	26
9.0	BID SUBMISSION	35
10.0	PRECAUTIONS REGARDING BID SUBMISSION	36
11.0	BID WITHDRAWALS	36
PART C - BID REVIEW AND SELECTION PROCESS		37
1.0	Review Process	37
2.0	Adherence to Minimum Requirements AND DETERMINATION OF BIDder RESPONSIVENESS AND RESPONSIBILITY	37

3.0	Disqualification Review	38
4.0	Department's Proposed Contractor Selection Review.....	39
5.0	NOTIFICATION OF AWARD OF CONTRACT	40
	PART D – STATEMENT OF WORK	41
	EXHIBIT A-1: PERFORMANCE REQUIREMENTS SUMMARY	13
	EXHIBIT A-2: BID SHEET/PRICING SCHEDULE	16
	EXHIBIT A-3: SAMPLE LINE ITEM BUDGET	17
	EXHIBIT A-4: PSYCHOLOGICAL EVALUATION RESULT	18
	EXHIBIT A-5: PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION SERVICES GUIDELINES FOR DEPARTMENT OF CHILDREN AND FAMILY SERVICES CHILDREN SOCIAL WORKER.....	18
	PART E – REQUIRED FORMS	51
	PART F - SAMPLE CONTRACT.....	78
	PART G – PROTEST POLICY TRANSMITTAL FORMS.....	130
	PART H - ATTACHMENTS.....	135
	PART I - SUPPLEMENTAL INFORMATION.....	172

INTRODUCTION

1.0 PREAMBLE

For over a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- | | |
|-------------------|-------------------------|
| ➤ Responsiveness | ➤ Integrity |
| ➤ Professionalism | ➤ Commitment |
| ➤ Accountability | ➤ A Can-Do Attitude |
| ➤ Compassion | ➤ Respect for Diversity |

These shared values are encompassed in the County Mission to enrich lives through effective and caring service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- There is no “wrong door”: wherever a family enters the system is the right place.
- Families receive services tailored to their unique situations and needs.
- Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County’s

five outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community will continue to work together to develop ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy

- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

2.0 DCFS MISSION STATEMENT

The County's Department of Children and Family Services is the County agency with the duty to establish, manage and provide a system of service which ensures the following: that children are safe from abuse, neglect and exploitation; families who provide safe environments for children are strengthened; children whose families are unable to provide a safe environment are provided temporary homes which support optimum growth and development; children in temporary homes receive safe, secure and nurturing permanent homes in a timely manner; and, youth who reach adulthood under DCFS care are provided the opportunity to succeed.

3.0 BACKGROUND

The County of Los Angeles (COUNTY) Department of Children and Family Services (DCFS) is issuing this Invitation for Bids (IFB) to solicit bids for a contract with a qualified sole proprietor or business entity to provide pre-employment psychological evaluation services for DCFS's potential Children Social Workers. The recommendation for the contract award will be based on the lowest cost, most responsible and responsive bidder.

4.0 OVERVIEW OF SOLICITATION

4.1 Overview of Solicitation

This IFB is composed of the following parts:

PART A – GENERAL INFORMATION AND REQUIREMENTS: Provides information regarding some of the requirements of the Contract and explains the solicitation process.

PART B – INSTRUCTIONS TO BIDDERS: Contains instructions to Bidders in how to prepare and submit their Bids.

PART C – BID REVIEW AND SELECTION PROCESS: Contains information on how the Bid will be reviewed and selected.

PART D – STATEMENT OF WORK: Explains in detail the Statement of Work to be performed by the Contractor.

PART E – REQUIRED FORMS: Forms contained in this section must be completed and included in the bid submission.

PART F – SAMPLE CONTRACT: Lists the terms and conditions of the contract, which will result from this IFB.

PART G – PROTEST POLICY TRANSMITTAL FORMS: Contains Transmittal Forms to Request a Solicitation Requirements Review; Disqualification Review; Proposed Contractor Selection Review; and County Review Panel.

PART H – ATTACHMENTS TO THE SAMPLE CONTRACT

PART I – SUPPLEMENTAL INFORMATION: Listing of Contractors Debarred in Los Angeles County.

5.0 TERMS AND DEFINITIONS

Throughout this IFB, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in PART D, Statement of Work, Section 3.0, and PART F, Sample Contract, Part I, Section 1.0.

6.0 MINIMUM REQUIREMENTS FOR QUALIFICATIONS AS BIDDER

Interested and qualified Bidders who can demonstrate their ability to successfully provide the required services outlined in PART D, Statement of Work, of this IFB are invited to submit bid(s), provided they meet the following requirements:

6.1 Degree

Bidder and/or his/her staff who perform the psychological evaluation services, must hold a Doctorate degree in Psychology from an accredited university listed in the publications of national, regional or international accrediting agencies, such as American Universities and Colleges and International Handbook of Universities.

6.2 Licensing

Bidder and/or his/her staff who perform the psychological evaluation services, must possess a license to practice as a psychologist issued by the California Board of Psychology.

6.3 Experience

Bidder and/or his/her staff who perform the psychological evaluation services, must have at least five (5) years during the last seven (7) years of post licensure experience in administering scoring and interpreting

objective and projective intellectual and cognitive functioning, personality and psychopathology that assess the levels of psychological measures, including but not limited to the MMPI-2, 16 PF and other psychological tests or services equivalent or similar to the Services identified in Part D, Statement of Work Experience must include providing psychological evaluation services to Children's Social Workers, Probation Officers, Educators or Law Enforcement.

6.4 Adherent to Format and Submission Requirements

Bidder must comply with the IFB format and submission requirements set forth in this IFB, Part B, when submitting its Bid.

PART A - GENERAL INFORMATION AND REQUIREMENTS

1.0 PURPOSE

The purpose of this IFB is to solicit bids from qualified contractors to provide pre-employment psychological evaluation services for DCFS potential Children Social Workers.

2.0 RESPONSIVE AND RESPONSIBLE BIDDER

- 2.1 Pursuant to the California Department of Social Services (CDSS) Manual, Section 23-601.25, a “Responsive Bidder” means one whose bid substantially complies with all requirements of this IFB.
- 2.2 Pursuant to the CDSS Manual, 23-601.24; a “Responsible Bidder” means one who: 1) Possesses adequate financial resources, or the ability to obtain such resources as required during performance of the contract; 2) Has the ability to comply with the proposed delivery or performance schedule taking into consideration available expertise and any existing business commitments; 3) Has no record of unsatisfactory performance, lack of integrity or poor business ethics, and 4) Is otherwise qualified and eligible to receive an award under applicable statutes and regulations.

3.0 CONTRACT TERM

- 3.1 The term of the Contract awarded under this IFB will commence upon approval by the Board of Supervisors or February 16, 2007, whichever is later, through February 15, 2008, and is contingent on continued funding availability for psychological evaluation services.
- 3.2 The term of the Contract may be extended beyond the stated expiration date, for up to two (2) additional 12-month periods, by the Director of DCFS.

4.0 TERMS AND CONDITIONS

Sample terms and conditions of the anticipated Contract are provided in PART F, Sample Contract, of this IFB. Attachments to the Sample Contract are provided in PART E, Required Forms and PART H, Attachments. The final terms and conditions of any such Contract may differ from the sample terms and conditions provided herein, as found necessary by the COUNTY and not constituting a material change to the Statement of Work. Submission of a bid shall constitute acknowledgment and acceptance of all of the terms and conditions in the IFB and the attached Sample Contract.

5.0 CONTRACT RATES

CONTRACTOR's rates shall remain firm and fixed for the term of the Contract.

6.0 SUBCONTRACTING

CONTRACTOR may subcontract to the extent permitted in Part II, Section 50.0, SUBCONTRACTING, of the Sample Contract. Any attempt by CONTRACTOR to subcontract performance of any terms of the Contract not expressed therein, in whole or in part, without consent of the Director of DCFS, shall become void and shall constitute a breach of the terms of the Contract.

7.0 DAYS OF OPERATION

CONTRACTOR shall be required to provide psychological evaluation services Monday through Friday and some weekends as needed. The CONTRACTOR is not required to provide services on COUNTY-recognized holidays. The COUNTY's Program Manager will provide a list of the COUNTY holidays to the CONTRACTOR at the time the Contract is approved, and annually, at the beginning of the calendar year.

8.0 FORMAL APPROVAL OF CONTRACT

8.1 Notwithstanding a recommendation of a department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of a bid(s) and the terms of any resultant contract, and to determine which bids best serve the interests of the COUNTY. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract that has been recommended by the department.

8.2 Acceptance or recommendation of a bid(s) does not constitute formation of a contract. A contract can be created only by formal approval by the County Board of Supervisors and executed according to law.

9.0 COUNTY RIGHTS AND RESPONSIBILITIES

9.1 The COUNTY has the right to amend the IFB by written addendum. The COUNTY is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which COUNTY records indicate has received this IFB. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Bid not being considered, as determined in the sole discretion of the COUNTY. The

COUNTY is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

- 9.2 This Contract is not an exclusive Contract. COUNTY reserves the right to contract with other CONTRACTORS or request the services of other firms for the same or similar services.

10.0 COUNTY OPTION TO REJECT BIDS

- 10.1 COUNTY may, at its sole discretion, reject any or all Bids submitted in response to this solicitation. COUNTY also reserves the right to cancel this IFB, at its sole discretion, at any time prior to approval of a Contract by the Los Angeles County Board of Supervisors.
- 10.2 COUNTY shall not be liable for any costs incurred by a Bidder in connection with the preparation and submission of any Bid.
- 10.3 COUNTY reserves the right to waive, at its sole discretion, any inconsequential disparity or disparities in a submitted Bid.

11.0 PROTEST PROCESS

- 11.1 Any actual or prospective bidder may file a protest in connection with the solicitation or award of a Board-approved service contract. It is generally accepted that the Bidder challenging the decision of a COUNTY department bears the burden of proof in its claim that the department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed award.
- 11.2 Throughout the review process, the COUNTY has no obligation to delay or otherwise postpone an award of contract based on a Bidder protest. In all cases, the COUNTY reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.
- 11.3 Grounds for Review
- 11.3.1 Unless state or federal statutes or regulations otherwise provide, the grounds for review of any departmental determination or action should be limited to the following:

- 11.3.1.1 Review of Solicitation Requirements (Please refer to PART B, Section 5.0)
- 11.3.1.2 Review of a Disqualified Bid (Please refer to PART C, Section 3.0)
- 11.3.1.3 Review of Department's Proposed Contractor Selection (Please refer to PART C, Section 4.0)

12.0 EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

12.1 CONTRACTOR shall be required to comply with the Confidentiality provision contained in Part II, Section 1.5, and the Independent Contractor Status provision contained in Part II, Section 34.0 of the Sample Contract.

12.2 CONTRACTOR shall ensure that it obtains and submits to the COUNTY, a signed "Contractor Employee Acknowledgement and Confidentiality Agreement" as specified in PART H, Attachment C, for each employee performing services under the Contract before execution of the Contract.

12.3 CONTRACTOR shall also ensure that it obtains and submits to the COUNTY, a signed, "Contractor Non-Employee Acknowledgement and Confidentiality Agreement" as specified in PART H, Attachment D, for each non-employee performing services under the Contract before execution of the Contract.

13.0 CONFLICT OF INTEREST

No COUNTY employee whose position in the COUNTY enables him/her to influence the selection of a CONTRACTOR for this IFB, or any competing IFB, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a Bidder or have any other direct or indirect financial interest in the selection of a CONTRACTOR. Bidder shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in PART E – Required Form 2, Certification of No Conflict of Interest.

14.0 BIDDER'S RESPONSIBILITY FOR EMPLOYEE COMPENSATION

14.1 In the event Bidder is a selected contractor, CONTRACTOR shall be solely responsible for providing to, or on behalf of its employees, all legally required salaries, wages, benefits, or other compensation.

14.2 COUNTY shall have no liability or responsibility for any taxes, including, without limitation, sales, income, employee withholding and/or property taxes, which may be imposed in connection with, or resulting from the Contract or CONTRACTOR's performance hereunder.

15.0 DISCLAIMER

15.1 COUNTY is not responsible for representations made by any of its officers or employees prior to the approval of a Contract by the Los Angeles County Board of Supervisors unless such understanding or representation is included in this IFB or in subsequent addenda. COUNTY is responsible only for that which is expressly stated in this solicitation document and any authorized addenda thereto.

15.2 COUNTY is not responsible for any cost(s) or other liability(ies) associated with the preparation, delivery or submission of any bid in response to this IFB.

16.0 CONTACT WITH COUNTY PERSONNEL

16.1 Any contact regarding this IFB or any matter relating thereto must be in writing and directed to the following address:

Department of Children and Family Services
Contract Development/Fiscal Management
Attention: Walter Chan, Manager
425 Shatto Place, Room 400
Los Angeles, California 90020

16.2 All Bidders are specifically directed not to contact any other COUNTY personnel regarding this matter. Failure to comply with these guidelines may result in the rejection of a bid(s).

17.0 GRATUITIES

17.1 Attempt to Secure Favorable Treatment

It is improper for any COUNTY officer, employee or agent to solicit consideration, in any form, from a Bidder with the implication, suggestion or statement that the Bidder's provision of the consideration may secure more favorable treatment for the Bidder in the award of the contract or that the Bidder's failure to provide such consideration may negatively affect the COUNTY's consideration of the Bidder's submission. A Bidder shall not offer or give, either directly or through an intermediary, consideration, in any form, to a COUNTY officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a contract.

17.2 Bidder Notification to COUNTY

A Bidder shall immediately report any attempt by a COUNTY officer, employee or agent to solicit such improper consideration. The report shall be made either to the COUNTY manager charged with the supervision of

the employee or to the COUNTY Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Bidder's submission being eliminated from consideration.

17.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

18.0 CONSIDERATION OF GAIN/GROW PARTICIPANTS FOR EMPLOYMENT

18.1 As a threshold requirement for consideration for contract award, Bidders shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings, if the participants meet the minimum qualifications for that opening. Additionally, Bidders shall attest to a willingness to provide employed GAIN/GROW participants access to the Bidders' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Bidders who are unable to meet this requirement shall not be considered for contract award.

18.2 Bidders shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in PART E, REQUIRED FORMS, Form 5, along with their bid.

19.0 BIDDER'S ADHERENCE TO COUNTY CHILD SUPPORT COMPLIANCE PROGRAM

CONTRACTORS shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and will continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination or debarment proceedings against non-compliant contractors (County Code Chapter 2.202).

20.0 FEDERAL EARNED INCOME CREDIT

The CONTRACTOR shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with requirements set forth in the Internal Revenue Service Notice No. 1015, reference PART H, Attachment F.

21.0 DETERMINATION OF BIDDER RESPONSIBILITY

21.1 Responsible Bidder

A responsible Bidder is a Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the COUNTY's policy to conduct business only with responsible contractors.

21.2 Chapter 2.202 of the County Code

Bidders are hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may determine whether the Bidder is responsible based on a review of the Bidder's performance on any contracts, including but not limited to COUNTY contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Bidder against public entities. Labor law violations which are not the fault of subcontractors and of which the Bidder had no knowledge shall not be the basis of a determination that the Bidder is not responsible.

21.3 Non-responsible Bidder

The COUNTY may declare a Bidder to be non-responsible for purposes of this Contract if the Board of Supervisors, in its discretion, finds that the Bidder has done any of the following: (1) violated a term of a contract with the COUNTY or a nonprofit corporation created by the COUNTY; (2) committed an act or omission which negatively reflects on the Bidder's quality, fitness or capacity to perform a contract with the COUNTY, and any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the COUNTY or any other public entity.

21.4 Intention to Recommend to the Board of Supervisors

If there is evidence that the apparent low Bidder may not be responsible, the Department shall notify the Bidder in writing of the evidence relating to the Bidder's responsibility, and its intention to recommend to the Board of Supervisor's that the Bidder be found not responsible. The Department shall provide the Bidder and/or the Bidder's representative with an opportunity to present evidence as to why the Bidder should be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation.

21.5 Recommendation to the Board of Supervisors

If the Bidder presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Bidder shall reside with the Board of Supervisors.

21.6 Subcontractors of Bidders

These terms shall also apply to proposed subcontractors of Bidders on COUNTY contracts.

22.0 BIDDER DEBARMENT

22.1 Chapter 2.202 of the County Code

The Bidder is hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may debar the Bidder from bidding or proposing on, or being awarded, and/or performing work on other COUNTY contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and the COUNTY may terminate any or all of the Bidder's existing contracts with the COUNTY, if the Board of Supervisors finds, in its discretion, that the Bidder has done any of the following: (1) violated a term of a contract with the COUNTY or a nonprofit corporation created by the COUNTY; (2) committed an act or omission which negatively reflects on the Bidder's quality, fitness or capacity to perform a contract with the COUNTY, any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the COUNTY or any other public entity.

22.2 Notice to Bidder

If there is evidence that the apparent low Bidder may be subject to debarment, the Department shall notify the Bidder in writing of the evidence, which is the basis for the proposed debarment, and shall advise the bidder of the scheduled date for a debarment hearing before the Contractor Hearing Board.

22.3 Contractor Hearing Board

The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Bidder and/or the Bidder's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Bidder should be debarred, and, if so, the appropriate length of time of the debarment. The bidder and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

22.4 Presentation to the Board of Supervisors

After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

22.5 Debarment that Exceeds Five Years

If a Bidder has been debarred for a period longer than five years, that Bidder may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The COUNTY may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Bidder has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interest of the COUNTY.

22.6 Consideration of Requests for Review of Debarment Determination

The Contractor Hearing Board will consider requests for review of a debarment determination only where: (1) the Bidder has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor

Hearing Board pursuant to the same procedures as for a debarment hearing.

22.6.1 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

22.7 Subcontractors of Bidders

These terms shall also apply to proposed subcontractors of Bidders on COUNTY contracts.

22.8 Debarment List

PART I, Appendix A is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

23.0 INDEMNIFICATION AND INSURANCE COVERAGE REQUIREMENTS

23.1 CONTRACTOR shall be required to comply with the indemnification provisions contained in PART F, SAMPLE CONTRACT, Part II, Section 33.0. The CONTRACTOR shall procure, maintain, and provide to the COUNTY proof of insurance coverage for all the programs of insurance along with associated amounts specified in Part I, Section 5.0 of the SAMPLE CONTRACT.

23.1.1 Part I, Section 5.2 of the SAMPLE CONTRACT, includes a provision entitled, "Insurance Coverage Requirements". That provision is incorporated by reference herein.

24.0 COUNTY'S QUALITY ASSURANCE PLAN

After contract award, the COUNTY or its agent will evaluate the CONTRACTOR's performance under the contract on a periodic basis. Such evaluation will include assessing CONTRACTOR's compliance with all terms in the Contract and performance standards identified in the Statement of Work. CONTRACTOR's deficiencies which the COUNTY determines are severe or continuing and that may jeopardize performance of the Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and CONTRACTOR. If improvement does not occur consistent with the corrective action measures, the COUNTY may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

25.0 COUNTY POLICY ON DOING BUSINESS WITH SMALL BUSINESSES

- 25.1 The COUNTY has multiple programs that address Small Businesses. The Board of Supervisors encourages small business participation in the COUNTY's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 25.2 The Local Small Business Enterprise Preference Program requires the company to complete a certification process. This program and how to obtain certification are further explained in Part A, section 36.0.
- 25.3 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Part A, Section 32.0, Jury Service Program.
- 25.4 The COUNTY also has a Policy on Doing Business with Small Businesses that is stated in PART H, Attachment N.

26.0 RECYCLED-CONTENT PAPER

Bidder shall be required to comply with the COUNTY's policy on recycled paper as specified in PART F, SAMPLE CONTRACT, Part II, Section 48.0.

27.0 SPARTA PROGRAM

- 27.1 A COUNTY Program, known as "SPARTA" (Service Providers, Artisan and Tradesman Activities) may be able to assist potential CONTRACTORS in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc.
- 27.2 For additional information, a Bidder may call (800) 420-0555 or contact them through their web-address: www.2sparta.com.

28.0 INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

CONTRACTOR shall be required to comply with the State of California's Cal OSHA's Regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury

and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

29.0 BACKGROUND AND SECURITY INVESTIGATIONS

Background and security investigations of CONTRACTOR's staff may be required at the discretion of the COUNTY as a condition of beginning and continuing work under any resulting contract. The cost of background checks is the responsibility of the Bidder.

30.0 NOTICE TO BIDDERS REGARDING THE COUNTY LOBBYIST ORDINANCE

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby COUNTY officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or Contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Bidder to review the ordinance independently as the text of said ordinance is not contained within this IFB. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Sections 2.160.010 retained by the Bidder is in full compliance with Chapter 2.160 of the Los Angeles County Code by completing and submitting the "Familiarity of the County Lobbyist Ordinance Certification", as set forth in the PART E, REQUIRED FORMS, Form 6 as part of their bid.

31.0 APPLICABLE LAWS AND REGULATIONS

Bidder must comply with all applicable federal laws including, but not limited to the Social Security Act (42 USC Section 653a), Title VI of the Civil Rights Act of 1964, and with Section 306 of the Clean Air Act (42 USC 1857(h), and the applicable federal regulation. Bidder must comply with all applicable provisions of state law, including the State Energy Conservation Plan (Title 24, California Administrative Code), California Welfare and Institutions Code and regulations found in the State Department of Social Services Manual of Policies and Procedures.

32.0 JURY SERVICE PROGRAM

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Program as set forth in PART H, Attachment G and the

pertinent jury service provisions of Part II, Section 14.0 of the SAMPLE CONTRACT, both of which are incorporated by reference into and made part of this IFB. The Jury Service Program applies both to CONTRACTORS and their Subcontractors. Bids that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

32.1 The Jury Service Program requires CONTRACTORS and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the CONTRACTOR, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a CONTRACTOR and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the CONTRACTOR has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a CONTRACTOR's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

32.2 There are two ways in which a CONTRACTOR might not be subject to the Jury Service Program. The first is if the CONTRACTOR does not fall within the Jury Service Program's definition of "CONTRACTOR". The Jury Service Program defines "CONTRACTOR" to mean a person, partnership, corporation or other entity which has a contract with the COUNTY or a Subcontract with a CONTRACTOR and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts. The second is if the CONTRACTOR meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to CONTRACTORS that have 1) ten or fewer employees; and 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000 and 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to CONTRACTORS that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The CONTRACTOR is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

32.3 If a CONTRACTOR does not fall within the Jury Service Program's definition of "CONTRACTOR" or if it meets any of the exceptions to the Jury

Service Program, then the CONTRACTOR must so indicate on the Certification Form and Application of Exception, PART E, REQUIRED FORMS, Form 17, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the CONTRACTOR'S application, the COUNTY will determine, in its sole discretion, whether the CONTRACTOR falls within the definition of CONTRACTOR or meets any of the exceptions to the Jury Service Program. The COUNTY's decision will be final.

33.0 MANDATORY REQUIREMENT TO REGISTER ON COUNTY'S WEBVEN

Prior to a contract award, all potential CONTRACTOR's must register in the COUNTY's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the COUNTY's home page at http://lacounty.info/doing_business/main_db.htm. *(There are underscores in the address between the words 'doing business' and 'main db'.)*

34.0 SAFELY SURRENDERED BABY LAW

The CONTRACTOR shall notify and provide to its employees, and shall require each subcontractor to notify and provide its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in PART H, Attachment H, of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

35.0 NOTICE TO BIDDERS REGARDING THE PUBLIC RECORDS ACT

35.1 Responses to this IFB shall become the exclusive property of the COUNTY. At such time as DCFS recommends a Bidder(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all such bids submitted in response to this IFB, become a matter of public record, with the exception of those parts of each bid which are defined by the CONTRACTOR as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

35.2 The COUNTY shall not, in any way, be liable or responsible for the disclosure of any such record of any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the bid as confidential shall not be deemed sufficient notice of exception. The Bidder(s) must specifically label only those provisions of the bid which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

36.0 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

This program does not apply to this solicitation.

37.0 CONTRACTOR'S OBLIGATION UNDER THE FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

CONTRACTOR shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 as contained in PART H, Attachment M.

38.0 BIDDER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

38.1 All prospective CONTRACTORS must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as PART E, REQUIRED FORMS, Form 24/Attachment K, Charitable Contributions Certification. A completed Required Form 24/Attachment K is a required part of any contract with the COUNTY.

38.2 In Required Form 24/Attachment K, Charitable Contributions Certification, prospective CONTRACTORS certify either that:

- They have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a COUNTY contract,
- Or:
- They are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

38.3 Prospective COUNTY CONTRACTORS that do not complete Required Form 24/Attachment K, as part of the solicitation process may, in the COUNTY's sole discretion, be disqualified from contract award. A COUNTY CONTRACTOR that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

39.0 NOTIFICATION TO COUNTY OF PENDING ACQUISITIONS/MERGERS BY BIDDING COMPANY

Bidders shall notify the COUNTY of any pending acquisitions/mergers of their company. This information shall be provided by the Bidder on PART E, REQUIRED FORMS, Form 1 - Vendor's Organization Questionnaire/Affidavit. Failure of the Vendor to provide this information may eliminate its bid from any further consideration.

PART B - INSTRUCTIONS TO BIDDERS

This Section contains instructions to Bidders in how to prepare and submit their Bid.

1.0 COUNTY RESPONSIBILITY

The COUNTY is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

2.0 TRUTH AND ACCURACY OF REPRESENTATIONS

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Bid shall be sufficient cause for rejection of the Bid. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

3.0 IFB TIMETABLE

The following timeline represents the COUNTY's best estimate of the schedule that shall be followed in this procurement process. COUNTY reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeline shall be provided to all Bidders who request a copy of the IFB.

➤ Release IFB	10/11/06
➤ Deadline to Submit Request for Solicitation Review	10/25/06, 5:00 PM
➤ Written Questions Due	10/26/06, 5:00 PM
➤ Bidder's Conference	10/27/06, 9:00 AM
➤ Questions and Answers Released	11/1/06
➤ Deadline for Bid Submission (4:00 P.M.)	11/14/06, 4:00 P.M.
➤ Bid Opening	11/14/06, 4:30 PM
➤ Deadline to Request Disqualification Review	11/27/06, 5:00 PM
➤ Deadline to Request Review of Proposed Contractor Selection	12/22/06, 5:00 PM
➤ Tentative Award Recommendation	12/27/06
➤ Board Hearing	1/23/07
➤ Anticipated Contract Start Date	02/16/07

4.0 BID REQUIREMENTS

4.1 An original and two copies of the bid shall be enclosed in a sealed envelope, clearly identified with the name and address of the Bidder's organization in the upper left-hand corner and titled "BID FOR PSYCHOLOGICAL EVALUATION SERVICES (CMS (enter CMS Number))".

4.2 Bids are to be submitted to:

Department of Children and Family Services
Contract Development/Fiscal Management
425 Shatto Place, Room 400
Los Angeles, California 90020

The closing date and time for bid submission is Tuesday, 11/14/06 at 4: 00 PM. The bid opening will also be held on Tuesday, 11/14/06 at 4:30 PM at the above street address in Conference Room 401. It is the sole responsibility of the Bidder to see that its bid is received before the submission deadline. Bidder shall bear all risks associated with delays in the U.S. Mail or other courier service. Any bids received after the scheduled closing time for receipt of bids may be returned to the sender unopened, at the COUNTY's sole discretion.

4.3 DCFS may either reject all bids or may select a bid or bids, either in whole or in part, for this project and then make a recommendation to the Board of Supervisors. However, such recommendation shall in no manner bind the Board of Supervisors, which by law must exercise its judgment and discretion concerning the selection of bids and the terms of any resultant Contract.

4.4 A reasonable inquiry to determine the Bidder's qualifications to provide necessary activities/services may be conducted. The failure of a Bidder to promptly supply information in connection with such inquiry, including but not limited to information regarding past performance, financial stability, and ability to perform on schedule, may be grounds for rejection of a bid.

5.0 SOLICITATIONS REQUIREMENTS REVIEW

A person or entity may seek a Solicitation Requirements Review by submitting PART G, "Transmittal Form to Request a Solicitation Requirements Review" along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

5.1 The request for a Solicitation Requirements Review is received by the department by 10/25/06;

- 5.2 The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
- 5.3 The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 5.4 The request for a Solicitation Requirements Review asserts either that:
 - 5.4.1 Application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the Bidder; or,
 - 5.4.2 Due to unclear instructions, the process may result in the COUNTY not receiving the best possible responses from the Bidders.
- 5.5 The Solicitation Requirements Review shall be completed and the department's determination shall be provided to the Bidder, in writing, within a reasonable time prior to the bid due date.

All Requests for Review should be submitted to:

Department of Children and Family Services
Contract Development/Fiscal Management
Attention: Walter Chan, Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020

6.0 BIDDER'S QUESTIONS AND CONFERENCE

- 6.1 In order to assist and provide clarification on any issue related to the IFB, a Bidders' Conference has been scheduled for all Bidders. The purpose of the conference is to answer questions regarding this IFB. **The Bidders' Conference will be held Friday, 10/27/06 at 9:00 AM at DCFS Headquarters, 425 Shatto Place, 4th Floor, Conference Room 401, Los Angeles, CA 90020.**
- 6.2 Bidders may submit written questions regarding this IFB by mail, fax, or e-mail to the Contract Analyst identified below. All written questions must be received by **10/26/06 at 5:00 PM. Attendance at the conference is STRONGLY RECOMMENDED for all Bidders and no questions will be accepted after the Bidders Conference.** Phone inquiries will not be accepted. Following the conference, written answers to all questions will be sent (e-mail, faxed, or mailed) to each person or organization which COUNTY records indicate received a copy of the IFB.

- 6.3 All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the IFB. The addendum will be mailed to each person or organization which COUNTY records indicate received a copy of the IFB, in addition to being posted on the County of Los Angeles' website. To ensure receipt of any addendums, Bidders should include correct mailing address, fax number, or e-mail address, whichever is appropriate.
- 6.4 When submitting questions please specify the IFB part and section number, paragraph number, page number, and quote the passage that prompted the question. This will ensure that the questions can be quickly found in the IFB. COUNTY reserves the right to group similar questions when providing answers.

Questions should be addressed to:

Department of Children and Family Services
Contract Development/Fiscal Management
Attention: Contract Analyst
425 Shatto Place, Room 400
Los Angeles, CA 90020

7.0 LANGUAGE

Everything constituting the bid and all documents submitted in connection with this IFB shall be written in English.

8.0 PREPARATION AND FORMAT OF BID

- 8.1 All Bids must be bound and submitted in the prescribed format. Any Bid that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the bid must be as follows:

- Bidder's Organization Questionnaire/Affidavit
- Transmittal Letter
- Table of Contents
- Bidder's Minimum Requirements (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)
- Bid Sheet(s)/Pricing Schedule (Section E)
- Last Page of Bid

8.2 A Sample Contract is provided as PART F for your information and review. Bidders are NOT to complete or submit the Sample Contract with their bids, but may have it reviewed by their legal counsel.

8.3 Bidders must present evidence indicative of their ability to finance and provide the services specified herein. To this end, each Bidder shall furnish all required forms, attachments, and contents with its sealed bid, including, but not limited to the following:

8.3.1 Bidder's Organization Questionnaire/Affidavit (**Form 1**)

Bidders must complete, date and sign this form and place it as the first page of your proposal. The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a Contract.

8.3.2 Transmittal Letter (**Form 1A**)

The transmittal letter should be brief, concise, no more than three (3) pages, and typed on the Bidder's stationery. The transmittal letter must include: (1) a brief introduction of the Bidder; (2) the exact business name and legal business status (i.e., partnership, corporation, sole proprietorship, etc.) of the Bidder. ***If a corporation, Limited Liability Company (LLC), or partnership, a Board of Director's resolution identifying the person(s) authorized to bind the entity on its behalf must also be included;*** (3) the name, address, FAX and telephone number of the person who will be authorized to act on behalf of the Bidder in connection with this IFB. ***The transmittal letter must bear the signature of the person authorized to sign on behalf of the Bidder (name, title and signature) and bind the applicant in a Contract;*** (4) the place, including street address, where psychological evaluation services are to be provided hereunder; (5) the number of years the Bidder has been in business under the present name, as well as related prior business names; and (6) effective as of the Release Date of this IFB, Bidder shall provide the required information regarding its qualification as follows:

- *The number of years experience which the Bidder has in providing psychological evaluation services and a list of specific businesses/agencies to whom such services were or are being provided; and*
- *The licenses and permits allowing Bidder to operate a psychological evaluation service.*

8.3.3 Table of Contents (***shall immediately follow Transmittal Letter***)

The Table of Contents must be a comprehensive listing of material included in the Bid. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

8.4 Bidder's Minimum Requirements (**Section A**)

Section A must demonstrate that the Bidder's organization has the experience and financial capability to perform the required services. The following sub-sections must be included:

8.4.1 Bidder's Background and Experience (**Section A-1**)

Bidder must provide a summary of relevant background information to demonstrate that they meet the minimum requirements stated in the INTRODUCTION, Section 6.0, and has the capability to perform the required services as a corporation or other entity.

Identify by name, case and court jurisdiction any pending litigation in which Bidder is involved, or judgments against Bidder in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Bidder or principals of the Bidder. Include any labor disputes and/or alleged unfair hiring practices in the past five (5) years. If none, include a statement to that effect.

8.4.2 Bidder's References (**Section A-2**)

It is the Bidder's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. COUNTY may disqualify a Bidder if:

- References fail to substantiate Bidder's description of the services provided, or;
- References fail to support that Bidder has a continuing pattern of providing capable, productive and skilled personnel, or
- The Department is unable to reach the point of contact with reasonable effort. It is the Bidder's

responsibility to inform the point of contact of normal working hours.

The Bidder must complete and include Required Forms 11 and 11-A, as set forth in PART E. The same references may be listed on both forms.

- Prospective Contractor List of Contracts, Form 11

The listing must include all COUNTY contracts for the last five (5) years. Use additional sheets if necessary.

- Prospective Contractor References, Form 11-A

Bidder must provide five (5) references where the same or similar scope of services was provided.

- Contracts terminated within the past three (3) years must be listed separately with a reason for termination.

8.4.3 Financial Capability (**Section A-3**)

Bidder shall complete and submit Required Form 19, "Audited Financial Statement", and provide documentation on its financial status by submitting the most current and prior two (2) fiscal years (for example 2003, 2002, and 2001) financial statements. Statements should include the company's assets, liabilities and net worth. This statement shall be prepared, signed and dated by an independent certified public accountant. If the audit is of a parent firm, the parent firm shall be party to the contract. At a minimum, include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement. If audited statements are available, these should be submitted to meet this requirement. In lieu of audited financial statements, Bidder may submit unaudited financial statements. DO NOT SUBMIT INCOME TAX RETURNS TO MEET THIS REQUIREMENT. Financial statements will be kept confidential if so stamped on each page.

8.4.4 Required Forms (**Section B**)

Section B must be entitled, "Required Forms from Bidder" and shall contain the following forms signed and dated where applicable. Please note that forms 5 and 7 do not apply to sole proprietorship without employees. Forms 10, 14, and 21 do not apply to all sole proprietorships. For sole proprietorships without employees, Forms 5 and 7 are to be returned with the words Not Applicable written on the forms. Forms 10, 14, and 21 for all sole proprietorships are to be returned with the words Not Applicable written on the forms. Most required forms are provided in PART E. Required Forms not located in PART E are referenced on the first page of PART E.

Form 1	BIDDER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT
Form 2	Certification of "No Conflict of Interest" Bidder must certify that no employee who prepared or participated in the preparation of this Bid is within the purview of County Code Section 2.180.010.
Form 3	Offer to Perform and Acceptance of Terms & Conditions The Bidder must complete and sign the Offer to Perform and Acceptance of Terms and Conditions.
Form 4-A	Line Item Budget The Bidder shall submit a detailed budget wherein the line items are identified as yearly or contract period, and where applicable, hourly or unit of service cost.
Form 5	GAIN/GROW Participation Form (Does not apply to sole proprietorship without employees) Bidder to complete and submit with Bid.
Form 6	Familiarity of the County Lobbyist Ordinance Certification Bidder must certify that they are familiar with

the requirements of the County Lobbyist Ordinance and that all persons acting on behalf of the Bidder have and will comply with the ordinance during the IFB process.

Form 7 Bidder's Equal Employment Opportunity (EEO) Certification (Does not apply to sole proprietorship without employees)
Bidder must comply with EEO laws, regulations and policies.

Form 8 Community Business Enterprise Form (CBE)

The Bidder shall complete and submit the CBE form with their Bid.

Form 9 Bidder's Commitments

Bidder must provide a list of commitments, and potential commitments that may impact assets, lines of credit, guarantor letters, or otherwise affect the Bidder's ability to perform the contract. If bidder has no commitments, bidder shall so state.

Form 10 Board of Director's Resolution (Non-Public Bidder) (Does not apply to sole proprietorship)

The Bidder shall complete and submit the Board of Director's Resolution.

Form 11 Prospective Contractor List of Contracts

Form 11-A Prospective Contractor References

Form 12 Agency Involvement in Litigation and/or Contract Compliance Difficulties

Bidder must include details of any failure or refusal to complete a contract.

Form 13 Revenue Disclosure (Non-Public Bidder)

Bidder must complete the Revenue Disclosure Form.

Form 14	<p>List of Current Members of Board of Directors and Other Agencies (Non-Public Bidder) (Does not apply to sole proprietorship)</p> <p>Bidder must provide a list of names of the current members of its Board of Directors. If applicable, Bidder must indicate the names of other agencies on which its Board members also serve on the board. This list should also include the names of persons with whom the Bidder has been associated in business as partners or business associates in the past five years.</p>
Form 15	<p>Certification of Independent Price Determination</p> <p>Bidder is certifying that prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.</p>
Form 16	<p>Certification of Ownership and Financial Interest</p> <p>Bidder must complete the Certification of Ownership and Financial Interest Form.</p>
Form 17	<p>Jury Service Program, Application for Exception and Certification Form</p> <p>Bidder to complete and submit with Bid. If Bidder is requesting an exception from this program, submit all necessary documents to support the request.</p>
Form 18	<p>List of Subcontractors (if applicable)</p> <p>Bidder must complete and submit the list of subcontractors for approval by COUNTY if Bidder is requesting to use subcontractors on the resulting Contract.</p>
Form 19	Audited Financial Statement

Form 20	Proof of Insurability
Form 21	<p>Organizational Data (Does not apply to sole proprietorship)</p> <p>Bidder must submit an organizational chart which is inclusive of executives as well as the Bidder's program manager, and which descends to staff personnel anticipated to work on this Contract.</p> <p>Corporate Bidders must include a corporate resolution or, if some other type of legal entity, functionally equivalent documents authorizing submission of the bid and designating those who are authorized to sign the contract.</p>
Form 22	<p>Secretary of State Filings – Statement of Information or Fictitious Business Name Statement</p> <p>Bidder must submit the current and accurate copy of the Statement of Domestic Stock Corporation filed with the California Secretary of State pursuant to Corporations Code Section 1502, 6210 or 12570. If Bidder is some other type of legal entity (e.g., partnership, LLC, etc.), Bidder must submit the equivalent document to the above Statement of Information filed with the Secretary of State for their respective legal entity, e.g., Fictitious Business Name Statement.</p>
Form 23	<p>Copies of Licenses and Permits Required</p> <p>Bidder must submit copies of all applicable licenses and permits necessary for the provision of the specified services.</p>
Form 24	Charitable Contributions Certification

8.4.5 Proof of Insurability (**Section C**)

Bidder must provide “Proof of Insurability”, Required Form 20, that meets all insurance requirements set forth in Part I, Section 5.1, General Insurance Requirements and Part I, Section 5.2, Insurance Coverage Requirements of the SAMPLE CONTRACT.

Letters of Intent from insurance brokers will not be considered acceptable substitutes.

8.4.6 Proof of Licenses and Permits (**Section D**)

Bidder must submit copies of all applicable licenses and permits necessary for the provision of the specified services (Required Form 23).

NOTE: Any and all Required Forms (PART E), Attachments (PARTS D & H) and Supplemental Information (PART I) of the IFB and Bidder’s Bid may become a part of any resulting Contract.

8.4.7 Bid Sheet/Pricing Schedule (**Section E**)

The Bidder shall complete and submit the “Bid Sheet/Pricing Schedule”, PART D, and Exhibit A-2/Required Form 4. The payment on invoices will be based on the fixed cost fee per completed publication.

8.4.8 Last Page of Bid

The last page of the bid must list names of all joint ventures, partners, subcontractors or others having any right or interest in any resultant Contract or the proceeds thereof. The page must include the signature of the person authorized to bind the Bidder in a Contract, as follows: (See format below).

Respectfully submitted,

(Firm or Corporate Name)

By _____

Print Name _____

Its _____
(Title, i.e., President, V.P., etc.)

By _____

Print Name _____

Its _____
(Title, i.e., President, V.P., etc.)

Date _____

Address _____

City _____

State: _____ Zip Code _____

Telephone _____

Federal Tax Identification Number _____

9.0 BID SUBMISSION

- 9.1 The original Bid and two (2) copies shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words: "BID FOR PSYCHOLOGICAL EVALUATION SERVICES (CMS 101106)". The Bid and any related information shall be delivered or mailed to:

Department of Children and Family Services
Contract Development/Fiscal Management
425 Shatto Place, Room 400
Los Angeles, CA 90020

- 9.2 The bid must be typewritten or word-processed on 8-1/2" x 11" white bond paper and it, as well as each copy, must be bound in a secure manner. It is recommended that all copies be securely bound in a three-ring binder or other protective covering. No paper clipped, stapled, or rubber banded copies shall be accepted. Each page must be clearly and consecutively numbered, including all attachments. Each section shall be specifically labeled and in the order indicated in PART B, Section 8.1.
- 9.3 Each Bidder agrees to provide the COUNTY with an explanation of any information provided in its bid, which the COUNTY, in its discretion, deems necessary for an accurate determination of the Bidder's qualifications to perform the required service.

- 9.4 Bidder must respond only to the IFB as it is written including any written addenda discussed in PART B, Section 9.5 below. Bidder is not to attach any documentation, which is not required or requested under this IFB. Failure to adhere to the specifications contained in this IFB may be cause for rejection of the bid. No corrections or resubmissions shall be accepted after the bid deadline.
- 9.5 Any change to this IFB will be made by written addendum, which will be sent to each Bidder to whom specifications have been issued and which will become a part of the IFB. The COUNTY reserves the right to issue more than one addendum. The COUNTY is not responsible for any other explanation or interpretation. Should any addendum set forth additional requirement(s), a bid's failure to address the requirement(s) of such addendum may result in the rejection of the bid, as determined in the sole discretion of the COUNTY.
- 9.6 It is the sole responsibility of the submitting Bidder to ensure that its Bid is received before the submission deadline. Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Bids received after the scheduled closing time for receipt of bids, as stated in PART B, Section 3.0, IFB Timetable, will be returned to the sender unopened. Timely hand-delivered Bids are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

10.0 PRECAUTIONS REGARDING BID SUBMISSION

- 10.1 A bid opening will be held thirty (30) minutes after all bids are due. At this opening on Tuesday, 11/14/06, at 4:30 PM, each bidder's name and its bid price will be read.
- 10.2 Any bid that deviates from the format and/or the submission procedure may be rejected without review, at the COUNTY's sole discretion.
- 10.3 Failure to submit the correct number of copies by the required time and date may result in disqualification, at the COUNTY's sole discretion.
- 10.4 A Bidder may be disqualified if on any previous Contract(s) with the COUNTY it has either: 1) defaulted on performance; or 2) failed to effectively complete performance on schedule.

11.0 BID WITHDRAWALS

All bids shall be firm offers and may not be withdrawn for a period of one hundred eighty (180) days following the last day to submit bids.

PART C - BID REVIEW AND SELECTION PROCESS

1.0 REVIEW PROCESS

The lowest priced bidder that has been found to be responsive and responsible will be selected for tentative recommendation of contract award. COUNTY reserves the right to negotiate final contract terms with the prospective CONTRACTOR prior to submission to the Board of Supervisors for consideration and possible approval.

The Bid Sheet/Pricing Schedule, PART D, Exhibit A-2/Required Form 4, shall contain CONTRACTOR's fixed rate per each assessment/evaluation, to provide psychological evaluation services in accordance with PART D, Statement of Work.

The following steps will be performed until it is determined which is the lowest priced, responsive, and responsible bid.

2.0 ADHERENCE TO MINIMUM REQUIREMENTS AND DETERMINATION OF BIDDER RESPONSIVENESS AND RESPONSIBILITY

2.1 The lowest priced bid will be reviewed for adherence to the minimum requirements outlined in the INTRODUCTION, Section 6.0, Minimum Requirements for Qualification as Bidder. Failure of the Bidder to comply with the minimum requirements may eliminate its bid from any further consideration. The COUNTY may elect to waive any informality in a bid if the sum and substance of the bid is present. The following steps will be performed until it is determined which is the lowest priced, RESPONSIVE bidder:

2.1.1 Review of Adherence to Minimum Requirements

There will be a thorough review of Bidder's qualifications as provided in **Section A-1** of the Bid to determine if the Bidder meets the Minimum Requirements.

2.1.2 Required Forms

All forms listed in PART B, Section 8.3.5, must be included in **Section B** of the Bid.

2.1.3 Proof of Licenses

A review will be conducted of the proof of licenses and permits provided in **Section D** of the Bid.

2.2 Determination of Bidder Responsibility

The lowest priced bid that meets the minimum requirements, as described in Section 2.1 above, will be examined to determine bidder responsibility. The following steps will be performed until it is determined which is the lowest priced, RESPONSIBLE bidder:

2.2.1 Verification of References

This review will include: (1) verification of references submitted in **Section A-2** of the Bid; (2) review of the County's Contract Database reflecting past performance history on COUNTY contracts; (3) review of terminated contracts; and (4) review to determine the magnitude of any pending litigation or judgments against the Bidder.

2.2.2 Financial Capability

An analysis of the financial information submitted in **Section A-3** will be made to determine the financial capability of the business entities or sole proprietorship to perform under the Contract.

2.2.3 Proof of Insurability

A review will be conducted of the proof of insurability provided in **Section C** of the Bid.

- 2.3 A bidder must be both responsive and responsible. If the lowest priced bidder is determined to be not responsive and/or responsible, the COUNTY will review the next lowest priced bid to determine bidder responsiveness and responsibility.

3.0 DISQUALIFICATION REVIEW

- 3.1 A bid may be disqualified from consideration because the COUNTY determined it was a non-responsive bid at any time during the review process. If the COUNTY determines that a bid is disqualified due to non-responsiveness, the COUNTY shall notify the Bidder in writing.
- 3.2 Upon receipt of the written determination of non-responsiveness, the Bidder may submit PART G, "Transmittal Form to Request a Disqualification Review" by the date specified. Requests for a Disqualification Review not timely submitted will be denied.

- 3.3 A Disqualification Review shall only be granted under the following circumstances:
- 3.3.1 The business entity/sole proprietorship requesting a Disqualification Review is a Bidder;
 - 3.3.2 The request for a Disqualification Review is submitted timely; and,
 - 3.3.3 The request for a Disqualification Review asserts that the department's determination of disqualification due to bid's non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 3.4 The Disqualification Review shall be completed and the determination shall be provided to the Bidder, in writing, prior to the conclusion of the review process.

4.0 DEPARTMENT'S PROPOSED CONTRACTOR SELECTION REVIEW

4.1 Proposed Contractor Selection Review

Upon completion of the review, the department shall notify the remaining Bidders in writing that the department is recommending a contract with another Bidder. Upon receipt of the letter, the Bidder may submit PART G, "Transmittal Form to Request An IFB Proposed Contractor Selection Review" if they assert that their bid should have been determined to be the lowest cost, responsive and responsible bid because of one of the following reasons:

- a. The department materially failed to follow procedures specified in its solicitation document. This includes:
 - Failure to correctly apply the standards for reviewing the bid format requirements.
 - Failure to correctly apply the standards, and/or follow the prescribed methods, for reviewing the bids as specified in the solicitation document.
- b. The department made identifiable mathematical or other errors in reviewing bids, resulting in the Bidder not being selected as the recommended CONTRACTOR.
- c. Another basis for review as provided by state or federal law.

Upon completing the Proposed Contractor Selection Review, the department representative shall issue a written decision to the Bidder within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. If the Bidder is not satisfied with the results of the Proposed Contractor Selection Review, it may request a review on the grounds and in the manner set forth below for a County Review panel.

4.2 County Review Panel Process

If the Bidder is not in agreement with the results of the department's Proposed Contractor Selection Review, the Bidder may submit, PART G, "Transmittal Form to Request a County Review Panel" to request a panel review.

Upon completion of the Panel's Review, the Panel will forward its report to the department, which will provide a copy to the Bidder.

5.0 NOTIFICATION OF AWARD OF CONTRACT

- 5.1 After COUNTY determines the lowest-priced, responsive and responsible qualified Bidder(s), and prior to filing the Contract with the Board of Supervisors, all Bidders will be notified in writing of the final selection.
- 5.2 The lowest priced, successful bidder shall be prepared to enter into a contract with the COUNTY, which shall be substantially the same as the Sample Contract, Statement of Work, Exhibits, and Attachments included in the IFB. Notwithstanding, COUNTY reserves the right to add terms and conditions, deemed to be in the best interest of the COUNTY, prior to execution of the Contract and shall not affect the basis of the bid price.

PART D – STATEMENT OF WORK

STATEMENT OF WORK

1.0 PREAMBLE

For over a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- | | |
|-------------------|-------------------------|
| ➤ Responsiveness | ➤ Integrity |
| ➤ Professionalism | ➤ Commitment |
| ➤ Accountability | ➤ A Can-Do Attitude |
| ➤ Compassion | ➤ Respect for Diversity |

These shared values are encompassed in the County Mission to enrich lives through effective and caring service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- There is no “wrong door”: wherever a family enters the system is the right place.
- Families receive services tailored to their unique situations and needs.
- Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County’s five outcomes for children and families: good health, economic well-being,

safety and survival, emotional and social well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community will continue to work together to develop ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

2.0 INTRODUCTION

The County of Los Angeles (COUNTY) Department of Children and Family Services (DCFS) hires Children's Social Workers (CSW) to provide services to children and families in Los Angeles County. To select the best possible candidates and to reduce turnover, DCFS's potential employees must go through pre-employment psychological evaluations prior to their employment. CONTRACTOR shall provide services to COUNTY as described herein that include psychological interviews and evaluations of CSW applicants for DCFS.

3.0 DEFINITIONS

The definitions are located in PART F, Sample Contract, PART I, Section 1.0, APPLICABLE DOCUMENTS AND DEFINED TERMS, subsection 1.5.

4.0 PROGRAM MANAGEMENT REQUIREMENTS

The COUNTY shall provide a COUNTY's Program Manager (CPM) to coordinate the delivery of the services of this Contract with the CONTRACTOR's Program Director (CPD).

- 4.1 The CPM or designated alternate will have full authority to monitor CONTRACTOR's performance in the day-to-day operation of this Contract.
- 4.2 The CPM will provide direction to CONTRACTOR in areas relating to DCFS policy, information and procedural requirements.
- 4.3 The CPM is not authorized to make any changes in the terms and conditions of this Contract and is not authorized to obligate the COUNTY in any way whatsoever beyond the terms of this Contract.
- 4.4 COUNTY's Program Manager, responsible for daily management of Contract operation and overseeing monitoring activities, is identified in Attachment J.
- 4.5 CONTRACTOR shall designate a Program Director (CPD) responsible for daily management of Contract operation and overseeing the work to be performed by CONTRACTOR as defined in this Statement of Work. The CONTRACTOR's Program Director is identified in Attachment I.

- 4.6 CONTRACTOR shall not schedule or conduct any meetings or negotiations under this Contract on behalf of the COUNTY or DCFS.
- 4.7 Overall project coordination between CONTRACTOR and COUNTY shall be through COUNTY's Program Manager or designee and the CONTRACTOR's Program Director, authorized representative(s) or their designated alternates.

5.0 COUNTY'S GENERAL RESPONSIBILITIES

- 5.1 COUNTY shall appoint a COUNTY Program Manager who shall be responsible for monitoring CONTRACTOR's activities and providing technical guidance to ensure CONTRACTOR meets or exceeds program objectives and requirements.
- 5.2 COUNTY Program Manager shall provide guidance to CONTRACTOR in areas relating to DCFS policy, information and procedural requirements.
- 5.3 COUNTY will provide CONTRACTOR with a User Complaint Report (UCR), Attachment L, for every instance in which tasks defined in Section 6.0, CONTRACTOR GENERAL RESPONSIBILITIES, through Section 9.0, QUALITY ASSURANCE PLAN AND FAILURE TO PERFORM, of the Statement of Work (SOW) are not met.

6.0 CONTRACTOR'S GENERAL RESPONSIBILITIES

- 6.1 CONTRACTOR shall appoint a CONTRACTOR'S Program Director (*CPD*) who shall be responsible for administering and overseeing all of the services provided under this Contract. The name and phone number of the CONTRACTOR'S Program Director and that of an alternate who is authorized to act on behalf of CONTRACTOR in the Program Director's absence shall be designated in writing under, Contractor's Administration, Attachment I.
- 6.2 CONTRACTOR's Program Director shall work with the COUNTY Program Manager to help resolve any potential areas of difficulty before a problem occurs.
- 6.3 CONTRACTOR's Program Director shall respond within twenty-four (24) hours to all calls and/or reports regarding CONTRACTOR's performance. CONTRACTOR's Program Director or alternate shall be available to authorized COUNTY personnel during normal work hours 8:00 A.M. to 5:00 P.M., Monday through Friday, except legal holidays.
- 6.4 CONTRACTOR's Program Director shall respond to any and all subsequent calls, reports, and pages made as listed above in sub-section 6.3 within one (1) hour.

- 6.5 CONTRACTOR shall provide sufficient personnel, competent to perform all work in accordance with the requirements of the Contract. The CONTRACTOR's Program Director or other manager in the employ of the CONTRACTOR shall supervise all of CONTRACTOR's personnel assigned to work on this Contract.
- 6.6 CONTRACTOR shall immediately notify COUNTY of any changes in CONTRACTOR's authorized personnel that may affect the operation of this Contract. Such personnel changes are subject to the approval of the CPM or designated alternate.
- 6.7 CONTRACTOR shall not, nor permit any employee or subcontractor to, perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic, or other substances, which might impair physical or mental performance.
- 6.8 CONTRACTOR agrees that any work performed outside the scope of this SOW shall be deemed a gratuitous act on the part of CONTRACTOR and, therefore, CONTRACTOR shall have no claim against COUNTY.
- 6.9 CONTRACTOR shall provide sufficient equipment, office furnishing, office supplies, and software and hardware, competent to perform all work in accordance with the requirements of the contract.
- 6.10 CONTRACTOR shall conduct themselves in accordance with accepted professional standards and practices in administering and consulting on pre-employment testing, such as APA ethical principles of psychologists and code of conduct. The web address to this site is: <http://www.apa.org/ethics/code2002.html> , etc.
- 6.11 CONTRACTOR shall maintain a valid psychologist license issued by the California Board of Psychology for each person providing services. At the time of renewal, CONTRACTOR shall submit to CPM a copy of their new psychologist license or copy of proof of renewal. Failure to submit copy of new license or proof of renewal upon expiration of current license may result in a \$1,000 deduction and possible termination of Contract. County's decision shall be final.
- 6.12 CONTRACTOR shall be available to the COUNTY via telephone or pager between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding COUNTY holidays.

7.0 REPORTS AND RECORD KEEPING

- 7.1 CONTRACTOR shall provide COUNTY with a monthly service report, and a monthly invoice. CONTRACTOR shall include in the monthly service

report copies of any and all Corrective Action Plans issued during the prior month and notes on any changes to internal processes, policies or procedures required to comply with any Corrective Action Plans.

- 7.2 CONTRACTOR shall maintain copies of each applicant's information, reports, including all supporting notes and documentation of the interview, test preparation and test results.
- 7.3 CONTRACTOR shall keep each applicant's information in a separate file and shall retain the files for the duration of the Contract term, from the date of the report of test results. Applicants' files shall be kept in a safe and secure location to assure confidentiality and shall be forwarded to COUNTY for their disposal upon termination of the Contract.

8.0 SCOPE OF WORK

- 8.1 CONTRACTOR shall provide comprehensive pre-employment psychological evaluation including clinical interviews; administration, scoring and interpretation of MMPI-2 and 16 PF; personal history questionnaire, and a sentence completion test and integration of all the information gathered of CSW applicants who would be working directly with children and families, and whom the Department of Children and Family Services (DCFS) is considering for employment.
- 8.2 The COUNTY estimates that it will require a maximum of 514 evaluations per year. However, the number of requests for Psychological evaluations may vary from month to month. The COUNTY does not guarantee a minimum or maximum number of psychological evaluation requests per month.
- 8.3 COUNTY will refer CSW applicants to CONTRACTOR for psychological evaluation via "Request for Clinical Interview" form, to be handed to CONTRACTOR at clinical interview appointment by the CSW applicant.
- 8.4 COUNTY will provide CONTRACTOR with an Employee Information Sheet on each new employee applicant prior to the clinical interview.
- 8.5 COUNTY will provide the consent/release form to CONTRACTOR for employee applicants to sign prior to the testing/interview.
- 8.6 COUNTY reserves the right to change or modify clinical interview format used by the CONTRACTOR.
- 8.7 CONTRACTOR shall be solely responsible for providing the following services to potential CSW applicants referred by DCFS:

8.7.1 Psychological Tests

- 8.7.1.1 CONTRACTOR shall administer and interpret the MMPI-2 and 16 PF (Fifth Edition) tests in accordance with the American Psychological Association (APA) standards and guidelines, as well as a Personal Questionnaire and a Sentence Completion Test, prior to conducting a clinical interview. These tests are reviewed and deemed as appropriate measure for CSW pre-employment psychological evaluation by the Chief of Psychological Services, Occupational Health Program of the Chief Administrative Office. The APA standards can be found at <http://www.apa.org/ethics/code2002.html> .
- 8.7.1.2 CONTRACTOR shall not use any supplementary psychological test unless specifically approved by the COUNTY. Any deviation without cause from the standardized format requires COUNTY's approval.

8.7.2 Clinical Interview

- 8.7.2.1 CSW applicants shall contact CONTRACTOR directly to schedule their clinical interview appointments within five (5) business days from the postmark date of COUNTY notice letter. CSW applicants shall hand a "Request for Clinical Interview" form received from COUNTY to CONTRACTOR at their scheduled interview appointments.
- 8.7.2.2 CONTRACTOR shall have a flexible appointment schedule to serve all referred applicants on an as needed basis. CONTRACTOR shall make time available for the clinical interviews based on an estimated average number of 43 clinical interviews per month.
- 8.7.2.3 CONTRACTOR shall ensure the receipt of the "Request for Clinical Interview" form from the CSW applicants, and file it in each applicant's file.
- 8.7.2.4 CONTRACTOR shall make the clinical interview appointments available to the CSW applicants no later than two (2) weeks from receipt of the "Request for Clinical Interview".

- 8.7.2.5 CONTRACTOR shall notify COUNTY, via U.S. mail, of an applicant's scheduled interview no later than 72 hours prior to the interview appointment.
- 8.7.2.6 Prior to each clinical interview, CONTRACTOR shall request that applicant sign a release allowing the CONTRACTOR to release his/her recommendations to COUNTY. CONTRACTOR shall not conduct the interview if the applicant declines to sign the request.
- 8.7.2.7 CONTRACTOR shall conduct a clinical interview, which shall not be less than forty (40) minutes, for each referred CSW applicant in accordance to APA and professional standards.
- 8.7.2.8 CONTRACTOR shall try to accommodate DCFS request for urgent and unanticipated interviews. Under unusual circumstances such as for out-of-town applicants, COUNTY may request CONTRACTOR to conduct clinical interviews within less than 24-hour notice.

8.7.3 Notification of Evaluation Result

- 8.7.3.1 All written notifications of clinical evaluation results shall be mailed to Occupational Health Programs (OHP) at the following address:
 - County of Los Angeles
 - Chief Administrative Office
 - Occupational Health Programs
 - Attention: Nina Arbet-Brandt
 - 3333 Wilshire Blvd., 10th Floor
 - Los Angeles, CA 90010
- 8.7.3.2 CONTRACTOR shall notify COUNTY the clinical evaluation result, using the "Psychological Evaluation Result" form, Exhibit A-4, Psychological Evaluation Report of Classification, within 72 hours after the interview was conducted. This form is a written Report of Classification that shall include classification of ratings, in which rating "A" means Qualified or Acceptable/Pass, reported as "Medical Class A", and rating "D" means disqualified, reported as "Medical Class D".

8.7.3.3 At the request of COUNTY, CONTRACTOR may be required to provide a written Evaluation Report of disqualified applicants, within five (5) business days of receipt of such request. This report must include the results of clinical tests and interviews, and reasons for a disqualified rating.

8.7.3.4 At the request of COUNTY, CONTRACTOR shall provide oral feedback on the evaluation and hiring recommendation within five (5) business days of receipt of such request. Such oral feedback is in addition to the written reports described in the above sections.

8.7.4 Applicant's Request to Appeal

8.7.4.1 CONTRACTOR shall forward applicant's request to appeal to its evaluation findings, immediately within 24 hours, to OHP via U.S. mail at the above-mentioned address, upon receipt of the appeal letter.

8.7.4.2 CONTRACTOR shall deliver to OHP all applicant's information including but not limited to: test results, test interpretations, background data, reports, supporting notes, and any other documentation regarding the tests and clinical interviews, as requested by OHP for the evaluation of applicant's appeal.

8.7.5 Orientation, Meetings, Legal Testimony, Research Analysis

8.7.5.1 At the request of COUNTY, CONTRACTOR or its authorized representative shall attend orientation and meetings or training sessions, as determined by COUNTY.

8.7.5.2 At the request of COUNTY, CONTRACTOR shall occasionally provide legal testimony on the psychological evaluation services, by summons or other legal process.

8.7.5.3 At the request of COUNTY, CONTRACTOR may occasionally be required to participate in or conduct

research, analysis, and evaluation of the psychological evaluation services.

9.0 QUALITY ASSURANCE PLAN AND FAILURE TO PERFORM

- 9.1 The CONTRACTOR shall establish and maintain a Quality Assurance Plan (QAP) to assure the requirements of the contract are met. The QAP shall be submitted to the CPM on the contract start date and as changes occur.
- 9.2 The CPM will review the CONTRACTOR's QAP and provide the CONTRACTOR with approval of said plan or with requested changes. If the CPM request changes in the CONTRACTOR's QAP, the CONTRACTOR shall make such changes and resubmit the plan for approval within five (5) business days.
- 9.3 The original QAP and any revisions thereto shall include, but not be limited to, the following:
 - 9.3.1 Methods used to insure that the quality of service performed fully meets the performance requirements set forth in the Statement of Work and PART D, Exhibit A-1, Performance Requirements Summary. CONTRACTOR shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
 - 9.3.2 If CONTRACTOR performance requirements are not met, the CPM may call CONTRACTOR, send CONTRACTOR a User Complaint Report (UCR), Attachment L, or both. CONTRACTOR shall respond to a call within one hour and respond to a UCR within twenty-four (24) hours of receipt. All performance requirement issues will be reported to the CPM.
 - 9.3.3 Methods for insuring uninterrupted service to COUNTY in the event of a strike by CONTRACTOR's employees or any other potential disruption in service.
- 9.4 CONTRACTOR shall not utilize any employee or subcontractor whose Work has been deemed deficient and unacceptable by the CPM.

10.0 QUALITY ASSURANCE MONITORING

The CPM, or other personnel authorized by the COUNTY, will monitor CONTRACTOR's performance under this contract using the quality assurance procedures specified in this Statement of Work and PART D, Exhibit A-1, Performance Requirements Summary. All monitoring will be conducted in

accordance with Part II, Section 24.0, COUNTY's Quality Assurance Plan, of the Contract.

At least once a year, COUNTY will review a random number and/or percentage of files to ensure that adequate documentation is available and evaluation criteria are being used consistently and appropriately.

PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICES	PERFORMANCE INDICATOR	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD AND REMEDIES FOR NON-COMPLIANCE
1.	Administer and interpret the MMPI-2 and 16 PF (Fifth Edition) tests in accordance with the American Psychological Association (APA) standards and guidelines as set in Section 8.1 of the SOW.	CONTRACTOR submits a Psychological Evaluation Report of Classification for each CSW candidate.	100% Compliance	Review of monthly service report, and feedback from CAO-Occupational Health Programs and DCFS Management. Review of the contract provisions under Part II, section 24.0 County's Quality Assurance Plan.

	REQUIRED SERVICES	PERFORMANCE INDICATOR	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD AND REMEDIES FOR NON-COMPLIANCE
2.	Administer a Personal Questionnaire and a Sentence Completion Test, prior to conducting a clinical interview in accordance with Section 8.7.1 of the SOW. .	CONTRACTOR maintains the completed copy of Personal Questionnaire, Sentence Completion Test and records of clinical interviews for each CSW candidate as required under Section 7.0 of the SOW.	100% Compliance	<p>DCFS will keep track of the number of CSW candidates referred for testing on a monthly basis and reconcile this number against the total Completed Personal Questionnaires, Sentence Completion Test & records of clinical interviews conducted by contractors monthly.</p> <p>DCFS has the option to conduct physical inspection of records anytime and may request OHP's assistance to assure contractor's satisfactory performance.</p> <p>Review of the contract provision under Part II, Section 24.0 County's Quality Assurance Plan.</p>
3.	Administer a clinical interview in accordance with Section 8.7.1 of the SOW.	CONTRACTOR submits a Psychological Evaluation Report of Classification for each CSW candidate.	100% Compliance	<p>Review of monthly service report, and feedback from CAO-Occupational Health Programs and DCFS Management.</p> <p>Review of the contract provision under Part II, Section 24.0 County's Quality Assurance Plan.</p>

	REQUIRED SERVICES	PERFORMANCE INDICATOR	ACCEPTABLE QUALITY LEVEL	COMPLIANCE MONITORING METHOD AND REMEDIES FOR NON-COMPLIANCE
4.	Notify COUNTY the clinical evaluation result, using the "Psychological Evaluation Result" form, Exhibit A-4, Psychological Evaluation Report of Classification, within 72 hours after the interview was conducted in accordance with Section 8.7.3.2 of the SOW.	CONTRACTOR submits a Psychological Evaluation Report of Classification for each CSW candidate.	100% Compliance	<p>Each psychological evaluation test result received by DCFS will be reviewed immediately upon receipt to ensure contractor's adherence.</p> <p>Review of the contract provision under Part II, Section 24.0 County's Quality Assurance Plan.</p>
5.	Provide a written Evaluation Report of disqualified applicants, within five (5) business days of receipt of such request, in accordance with Section 8.7.3.3 of the SOW.	Provide a written Evaluation Report as requested.	100% Compliance	<p>The OHP will advise DCFS of contractor's adherence/non-adherence immediately upon request or when a corrective action is needed against a contractor for non-adherence.</p> <p>Review of the contract provision under Part II, Section 24.0 County's Quality assurance Plan.</p>
6.	Make clinical interview appointments available to the CSW applicants no later than two (2) weeks from receipt of the "Request for Clinical Interview" in accordance with Section 8.7.2.4 of the SOW.	Comparison of schedule with number of CSW referrals.	100% Compliance	<p>Comparison of CSW Referrals with list of evaluations scheduled.</p> <p>Review of the contract provision under Part II, Section 24.0 County's Quality assurance Plan.</p>

Part E – Required Form 4
Exhibit A-2: Bid Sheet Pricing Schedule

PSYCHOLOGICAL EVALUATION SERVICES
BID SHEET PRICING SCHEDULE

(Bidder's Name) hereby offers to perform the services, the scope of which is set forth in the above-identified Invitation for Bids (IFB) for the County of Los Angeles, under all of the terms and conditions specified in the IFB (including, but not limited to the Statement of Work, Performance Requirements Summary, Attachments, and Sample Contract).

Prices quoted by Bidder, in accordance with PART F, Sample Contract, Part I, Section 4.0, Contract Sum, includes all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the IFB, Statement of Work, Performance Requirements Summary, Attachments, and Sample Contract.

Bidder's "Rate Per assessment/evaluation" as indicated on this Bid Sheet/Pricing Schedule shall contain CONTRACTOR's basic rate to provide psychological evaluation services in accordance with PART D, Exhibit A, Statement of Work.

Psychological Evaluation Services	Fixed Rate Cost Per <u>Evaluation</u>	
Evaluation including clinical interview, MMPI-2, 16 PF, and Sentence Completion tests, Personal History Questionnaire, scoring and interpretation of tests, and all required written reports based on 514 evaluations/year with an average of 43 evaluations per month.	\$	

The Fixed Rate quoted by Bidder, in accordance with PART F, Sample Contract, Part I, Section 4.0, Contract Sum, includes all applicable charges and costs associated with assessment/evaluation. The CONTRACTOR's fixed rate for each evaluation is:

Authorized Signature

Date

Print Name and Title

Date

Part E – Required Form 4-A
Exhibit A-3: Sample Line Item Budget

SAMPLE LINE ITEM BUDGET SHEET

Contractor's Name: _____

Service Category: Psychological Services Evaluation Date Prepared:

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate	Monthly Salary
Employee Classification _____	_____	\$ _____	\$ _____
Employee Classification _____	_____	\$ _____	\$ _____
Employee Classification _____	_____	\$ _____	\$ _____
Others (Please continue to list) _____			
Total Salaries and Wages			\$ _____

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance _____	_____	\$ _____
Dental Insurance _____	_____	\$ _____
Life Insurance _____	_____	\$ _____
Other (list) _____	_____	\$ _____
Total Benefits		\$ _____

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Payroll Taxes	\$ _____

Insurance (List Type/Coverage. See Sample Contract, Part I, Section 5.2, Insurance Coverage Requirements)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Vehicles _____	\$ _____
Supplies _____	\$ _____
Services _____	\$ _____
Office Equipment _____	\$ _____
Scoring and Reporting Software _____	\$ _____
Software License Fee _____	\$ _____
Telephone/Utilities _____	\$ _____
Other (please continue to list) _____	\$ _____

Total Insurance/Misc. S & S	\$ _____
TOTAL DIRECT COSTS	\$ _____

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping _____	\$ _____
Management Overhead (Specify) _____	\$ _____
Other (Specify) _____	\$ _____

TOTAL INDIRECT COSTS	\$ _____
-----------------------------	-----------------

TOTAL DIRECT AND INDIRECT COST	\$ _____
---------------------------------------	-----------------

PROFIT (Please enter percentage: _____%)	\$ _____
--	----------

TOTAL MONTHLY COSTS	\$ _____
----------------------------	-----------------

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICE**

**PSYCHOLOGICAL EVALUATION
REPORT OF CLASSIFICATION**

NAME OF APPLICANT: _____

SOCIAL SECURITY NO: _____

POSITION APPLYING FOR: _____

DATE OF INTERVIEW: _____

The above named applicant has completed a pre-employment psychological evaluation. This evaluation includes a battery of psychological tests and a clinical interview conducted by a licensed psychologist.

MEDICAL CLASS **A**
ACCEPTABLE/PASS
IS **QUALIFIED** & RECOMMENDED AS A
SUITABLE APPLICANT

MEDICAL CLASS **D**
IS **DISQUALIFIED** &
NOT RECOMMENDED AS A
SUITABLE APPLICANT

Name and signature of psychologist
Licensed Psychologist (Lic. # _____)

Date

Exhibit A-5: Pre-employment Psychological Evaluation Services Guidelines for DCFS CSW

Pre-Employment Psychological Evaluation Services Guidelines For Department of Children's and Family Services Children Social Workers

Overview

The following statements are guidelines for professional practice in the area of pre-employment psychological evaluations of candidates for Children's Social Worker (CSW) positions. These positions include but are not limited to positions where incumbents have arrest authority or the legal authority to detain and confine individuals. Psychologists must adhere to ethical principles and standards for practice, including the standards of the American Psychological Association.

Development

1. Pre-employment psychological assessments should be used as one component of the overall selection process.
2. Before conducting their own clinical assessments of candidates, practitioners should be familiar with the research literature available on psychological testing for data pre-employment screening and selection process, as well as the state and federal laws relevant to this area of practice, including the Americans with Disabilities Act (ADA).
3. Except as allowed or permitted by law, only licensed or certified psychologists trained and experienced in psychological test interpretation, and psychological assessment techniques should conduct psychological screening for CSWs.
4. Data on attributes considered most important for effective performance in a particular position should be obtained from job analysis, class specification, and interviews.
5. Efforts should be made to provide agency administrators with information regarding the benefits and limitations of psychological assessment procedures so that realistic goals may be set.
6. Provisions should be made for the security of all testing materials (e.g., test booklets). Provisions should also be made for the security of, access to, and retention of the psychological report and raw data.
7. Prior to the administration of any psychological instruments and psychologist interview, the candidate should sign an informed consent to the conditions of the evaluation.

Testing

8. A test battery including objective, job-related, validated psychological instruments should be administered to the applicant. It is preferable that test results be available to the evaluator before screening interviews are conducted.

9. The pre-employment psychological evaluation must be conducted in accordance with the Americans with Disabilities Act (ADA). A psychological evaluation is considered “medical” if it provides evidence that could lead to identifying a mental or emotional disorder or impairment as listed in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition- Text Revision (DSM-IV-TR), and therefore must only be conducted after the applicant has been tendered a conditional offer of employment. Personality tests and other methods of inquiry that are not medical by the above definition and that do not include specific prohibited topics or inquiries may be conducted at the pre-offer stage. However, these assessments are alone not capable of determining a candidate’s emotional stability and therefore would not constitute an adequate pre-employment psychological evaluation.

Interview

10. Individual, face-to-face interviews with candidates should be conducted before a final psychological report is submitted.

11. A semi-structured, job-related interview format should be employed with all candidates.

12. Interviews should be scheduled to allow for sufficient time to cover appropriate background and test results verification.

Evaluation

13. County Administrator Office (CAO), Occupational Health Program (OHP) administrators directly involved in making employment decisions should be provided with written reports. These reports should evaluate the suitability of the candidate for the position based upon an analysis of all psychological material including test data and interview results. Reports to the agency should contain a rating and/or recommendation for employment based upon the results of the screening, justification for the recommendation and/or rating, and any reservations that the psychologist might have regarding the validity or reliability of the results. The candidates rating notification is to be submitted to the Department of Children and Family Services

14. While a clinical assessment of overall psychological suitability and stability may be made, clinical diagnoses or psychiatric labeling of candidates should be avoided when the goal of the assessment is to identify candidates whose psychological traits may adversely affect specific job performance. In all cases, the screening should be focused on an individual candidate’s ability to perform the essential functions of the position under consideration.

15. Specific cut-off scores should be avoided, unless there is clear statistical evidence that such scores are valid and have been cross-validated in research studies by the test developer or in the agency where they will be used. If cut-off scores are used, the report should acknowledge their use and the basis for using the specific cut-off level. Conclusions concerning a candidate’s qualifications should be based on consistencies

across data sources rather than on a single source.

16. Clear disclaimers should be made so that reports evaluating current emotional and behavioral traits or suitability for a Children's Social Worker will not be deemed valid after a specific period of time.

Follow-Up

17. Care should be taken when using pre-employment test results for purposes other than making pre-employment decisions and for monitoring the candidate during the probationary period. Follow-up research may be conducted with agency approval and where individual identities are protected. Pre-employment reports should not be used for positions not expressly considered by the psychologist at the time of the evaluation.

18. Continuing collaborative efforts by the hiring agency and evaluating psychologist should be made to validate final suitability ratings using behavioral criteria measures.

19. Each agency should maintain adverse impact analyses in order to detect any discriminatory patterns of the psychological screening program.

PART E – REQUIRED FORMS

Form 1	Bidder’s Organization Questionnaire/Affidavit
Form 1-A	Transmittal Letter
*	Table of Contents (must immediately follow the Transmittal Letter)
Form 2	Certification of “No Conflict of Interest”
Form 3	Offer to Perform and Acceptance of Terms and Conditions
Form 4	Bid Sheet Pricing Schedule (PART D, Exhibit A-2)
Form 4-A	Line Item Budget (PART D, Exhibit A-3)
Form 5	Attestation of Willingness to Consider GAIN/GROW Participation for Employment
Form 6	Familiarity of the County Lobbyist Ordinance Certification
Form 7	Bidder’s/Offeror’s EEO Certification (Attachment A)
Form 8	Community Business Enterprise Form (CBE) (Attachment B)
Form 9	List of Bidder’s Commitments
Form 10	Board of Director’s Resolution (non-public Bidder)
Form 11	Prospective Contractor List of Contracts
Form 11-A	Prospective Contractor References
Form 12	Agency Involvement in Litigation and/or Contract Compliance Difficulties
Form 13	Revenue Disclosure (non-public Bidder)
Form 14	List of Current Members of Board of Directors/Other Agencies
Form 15	Certification of Independent Price Determination
Form 16	Certification of Ownership and Financial Interest
Form 17	Jury Service Program, Application for Exception and Certification
Form 18	List of Subcontractors
Form 19	Audited Financial Statement
Form 20	Proof of Insurability
Form 21	Organizational Data
Form 22	Secretary of State Filings – Statement of Information
Form 23	Copies of all licenses, certifications, and permits necessary for the provision of proposed services
Form 24	Charitable Contributions Certification (Attachment K)

BIDDER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date and sign this form and place it as the first page of your proposal. The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a Contract. (Please note that #4 below does not apply to sole proprietorship).

1. If your firm is a corporation, state its legal name (as found in your Articles of Incorporation) and State of incorporation:

_____	_____	_____
Name	State	Year Inc.

2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
------	------------------------	-----------------

_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? (Does not apply to sole proprietorship) ☐ Yes ☐ No ☐ Not applicable If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
------	---------------------

_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Bidder acknowledges and certifies that it meets and will comply with all of the Minimum Requirements listed in the Introduction, Section 6.0, Minimum Requirements for Qualifications as Bidder, of this Invitation for Bids, as listed below.

(List each minimum requirement stated in the Introduction, Section 6.0)

Check the appropriate boxes:

- ☐ **Yes** ☐ **No** Subsection 6.1 a Doctorate degree in Psychology from _____
- ☐ **Yes** ☐ **No** Subsection 6.2 a Psychologist licensed by the California Board of Psychology
- ☐ **Yes** ☐ **No** Subsection 6.3 _____ years post licensure experience
- ☐ **Yes** ☐ **No** Subsection 6.4 Has equipment and software capable to provide all required testing and scoring
- ☐ **Yes** ☐ **No** Subsection 6.5 Has office/offices located in Los Angeles County and registers with Secretary State of California or Los Angeles County
- ☐ **Yes** ☐ **No** Subsection 6.6 Complies with IFB format and requirements set forth in Part B, Instructions to Bidders, Sections 4.0 and 8.0.
- ☐ **Yes** ☐ **No** Subsection 6.7 Completes all required forms stipulated in Part E, Required Forms

Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Bidder's Name: _____

Address: _____

E-mail address: _____ Telephone number _____

Fax number: _____

On behalf of _____ (Bidder's name),

I _____
(Name of Bidder's authorized representative), certify that the information contained in this Bidder's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date

County WebVen Number

TRANSMITTAL LETTER

CERTIFICATION OF “NO CONFLICT OF INTEREST”

The Los Angeles County Administrative Code, Section 2.180.010, provides as follows:

CERTAIN CONTRACTS PROHIBITED

1. Notwithstanding any other section of this Code, the COUNTY shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:
2. Employees of the COUNTY or of public agencies for which the Board of Supervisors is the governing body;
3. Profit making firms or businesses in which employees described in subdivision 1 of subsection A (above) serve as officers, principals, partners or major shareholders;
4. Persons who, within the immediately preceding twelve (12) months, came within the provisions of subdivision 1 of subsection A (above), and who:
 - A. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - B. Participated in any way in developing the contract or its service specification; and
5. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A (above), serve as officers, principals, partners or major shareholders.

BIDDER/CONTRACTOR hereby declares and certifies that employee, nor any other person acting on BIDDER/CONTRACTOR's behalf, who developed and/or participated in the preparation of this contract do not fall within the scope of Code Section 2.180.010 as outlined above.

AUTHORIZED SIGNATURE

DATE

Name / Title / Name of Company or Organization

**OFFER TO PERFORM AND
ACCEPTANCE OF TERMS AND CONDITIONS**

_____ (Bidder's Legal Name) hereby offers to perform the services, the scope of which is set forth in the above-identified Invitation for Bids (IFB) for Los Angeles COUNTY under all the terms and conditions specified in the Contract included therein and agrees that this offer shall remain irrevocable up to and including 180 days following the IFB submission due date stated in the IFB cover letter.

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid or proposal to the County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid or proposal to the County.

Date

Bid Sheet Pricing Schedule (See ***PART D, Exhibit A-2***)

**ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW
PARTICIPANTS FOR EMPLOYMENT**

(Not applicable for Sole Proprietorship without Employees)

As a threshold requirement for consideration for contract award, bidders shall demonstrate a proven record of hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for the opening. Additionally, bidders shall attest to a willingness to provide employed GAIN/GROW participants access to the bidders employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Bidders shall complete, sign, and return with their proposal request this form. Bidders who are unable to meet this requirement shall not be considered for contract award.

Bidders shall complete all of the following information, sign where indicated, and return this form with their proposal request:

A. Bidder has a proven record of hiring GAIN/GROW Participants.

_____ YES _____ NO (Subject to verification by County)

B. Bidder is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that bidder is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

If YES, state the name and telephone number of the person whom the County may contact to refer GAIN/GROW Participants:

_____ _____
Name Telephone No.

C. Bidder is willing to provide employed GAIN/GROW participants access to its employee mentoring program, if available.

_____ YES _____ NO _____ N/A (program not available)

BIDDER/PROPOSER

By: _____
Type or Print Name of Firm

Type or Print Name Type or Print Title

Familiarity of the County Lobbyist Ordinance Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan or cooperative agreement the undersigned shall complete and submit Standard Form ILL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

AUTHORIZED SIGNATURE

DATE

Name / Title / Name of Company or Organization

**BIDDER'S/OFFEROR'S
EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION**

Bidder/Offeror's Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with Section 4.32.010, County Code, of the County of Los Angeles, the CONTRACTOR, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti discrimination laws of the United States of America and the State of California.

AUTHORIZED SIGNATURE

DATE

Name / Title / Name of Company or Organization

COMMUNITY BUSINESS ENTERPRISE FORM (CBE)

FIRM/ORGANIZATION INFORMATION

INSTRUCTIONS: **All Bidders/contractors must have this form on file** with the Department of Children and Family Services to be considered in compliance with federal, state and local contracting regulations. The information requested below is for statistical purposes only. Categories listed below are based on those described in 49 CFR § 23.5. Complete this form as indicated. **Non-profit firms are exempt from completing this form** -- indicate the type of business structure as "Non-profit Organization" and return the form to DCFS.

TYPE OF BUSINESS STRUCTURE:

(Corporation, Partnership, Sole Proprietorship, etc. – Non-profit organizations indicate here and discontinue)

TOTAL NUMBER OF EMPLOYEES IN FIRM (including owners): _____

CULTURAL/ETHNIC COMPOSITION OF FIRM (Partners, Associate Partners, Managers, Staff, etc.). Please break down the above total number of employees into the following categories:

	OWNERS/ PARTNERS/ ASSOCIATE PARTNERS	MANAGERS	STAFF
Black/African American			
Hispanic/Latin American			
Asian American			
American Indian/Alaskan Native			
White			
<i>Based on the above categories, please indicate the total numbers of men and women in the firm:</i>			
Male			
Female			

PERCENTAGE OF OWNERSHIP IN FIRM Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/ African American	Hispanic/ Latin American	Asian American	American Indian/ Alaskan Native	White
Men	%	%	%	%	%
Women	%	%	%	%	%

CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERANS BUSINESS ENTERPRISES is your firm currently certified as a minority, women-owned, disadvantaged or disabled veterans business enterprise by a public agency? (If yes, complete the following and attach a copy of your notice of certification.)

M W D DV

Agency _____ Expiration Date _____

Agency _____ Expiration Date _____

Agency _____ Expiration Date _____

Agency _____ Expiration Date _____

LEGEND: M = Minority; W = Women; D = Disadvantaged; DV = Disabled Veterans

LAC/CBE SANCTIONS

1. A person or business shall not:
 - a. Knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining, retaining or attempting to obtain or retain, acceptance or certification as a minority or women business enterprise, or both, for the purposes of this article.
 - b. Willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the acceptance or certification or denial of acceptance or certification of any entity as a minority or women business enterprise, or both.
 - c. Willfully and knowingly obstruct, impede, or attempt to obstruct or impede, any county official or employee who is investigating the qualifications of a business entity which has requested acceptance or certification as a minority or women business enterprise, or both.
 - d. Knowingly and with intent to defraud, fraudulently obtain, attempt or obtain, or aid another person or business in fraudulently obtaining or attempting to obtain, public moneys to which the person or business is not entitled under this article.
2. Any person or business who violates paragraph (1) shall be suspended from bidding on, or participating as contractor, subcontractor, or supplier in any County contract or project for a period of three years.
3. No County agency with the powers to award contracts shall enter into any contract with any person or business suspended for violating this section during the period of the person's or business' suspension. No awarding department shall award a contract to any contractor utilizing the services of any person or business as a subcontractor suspended for violating this section during the period of the person's or business suspension.

I acknowledge, that the undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, if any, is fully aware of the above policy of the County of Los Angeles and I declare under penalty of perjury that the foregoing Firm/Organization Information is true and correct.

AUTHORIZED SIGNATURE

DATE

Name / Title / Name of Company or Organization

LIST OF BIDDER'S COMMITMENTS

Legal Name of Agency

- ☐ Yes, there are commitments (please list below).
- ☐ No, there are no commitments.

LIST OF COMMITMENTS/POTENTIAL COMMITMENTS			
NAME OF FIRM	AMOUNT	TIME PERIOD	TYPE OF COMMITMENT

I declare under penalty of perjury that the foregoing is true and correct.

Print Name and Title of Principal Owner, an officer, or manager responsible for submission of the bid or proposal to the County

Authorized Signature of Principal Owner, an officer, or manager responsible for submission of the bid or proposal to the County

Date

BOARD OF DIRECTORS RESOLUTION

BE IT RESOLVED THAT ON _____ 2006, THE BOARD OF
DIRECTOR'S OF _____

(LEGAL NAME OF BIDDER)

HEREBY AUTHORIZES AND DIRECTS ITS CEO, PRESIDENT, OR EXECUTIVE
DIRECTOR (Circle One) TO FILE THE ATTACHED BID WITH THE LOS ANGELES
COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO PROVIDE
PSYCHOLOGICAL EVALUATION SERVICES.

ATTESTED:

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid or
proposal to the County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid to the
County.

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid to the
County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid to the
County.

PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

List all contracts completed during the last five years showing year, type of services, dollar amount of services provided, location, contracting agency, and name and phone number of the contact person on the contract.

Legal Name of Firm	Name/Contract Number	Year/Length of Contract	Type of Service	Dollar Amt.	Similar Service to this IFB? Yes/No	Location of Service Provided
1.						
<div style="display: flex; justify-content: space-between;"> Contact Person: Telephone #: () Fax #: () </div>						

Legal Name of Firm	Name/Contract Number	Year/Length of Contract	Type of Service	Dollar Amt.	Similar Service to this IFB? Yes/No	Location of Service Provided
2.						
<div style="display: flex; justify-content: space-between;"> Contact Person: Telephone #: () Fax #: () </div>						

Legal Name of Firm	Name/Contract Number	Year/Length of Contract	Type of Service	Dollar Amt.	Similar Service to this IFB? Yes/No	Location of Service Provided
3.						
<div style="display: flex; justify-content: space-between;"> Contact Person: Telephone #: () Fax #: () </div>						

(Please make additional copies of this form if necessary)

PROSPECTIVE CONTRACTOR REFERENCES

List Five (5) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation. A minimum of three (3) contracting agencies will be contacted.

Legal Name of Firm	Address of Firm	Contact Person	Telephone No. ()	Fax No. ()
1. _____ Name or Contract No.		Number of Years/Term of Contract	Type of Service	Dollar Amount \$

Legal Name of Firm	Address of Firm	Contact Person	Telephone No. ()	Fax No. ()
2. _____ Name or Contract No.		Number of Years/Term of Contract	Type of Service	Dollar Amount \$

Legal Name of Firm	Address of Firm	Contact Person	Telephone No. ()	Fax No. ()
3. _____ Name or Contract No.		Number of Years/Term of Contract	Type of Service	Dollar Amount \$

Legal Name of Firm	Address of Firm	Contact Person	Telephone No. ()	Fax No. ()
4. _____ Name or Contract No.		Number of Years/Term of Contract	Type of Service	Dollar Amount \$

Legal Name of Firm	Address of Firm	Contact Person	Telephone No. ()	Fax No. ()
5. _____ Name or Contract No.		Number of Years/Term of Contract	Type of Service	Dollar Amount \$

(Please make additional copies of this for if necessary)

AGENCY INVOLVEMENT IN LITIGATION AND/OR CONTRACT COMPLIANCE DIFFICULTIES

Check YES or NO on the following questions. If a YES answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the project selection process, the County, in its own discretion, may implement procedures to validate the responses made below. The County reserves the right to reject all or part of the bid if false or incorrect information is submitted by the applicant.

	YES	NO
1. Is the agency currently, or within the past seven years, involved in litigation?	_____	_____
2. Is the director currently, or within the past seven years, involved in litigation related to the administration and operation of a program or organization?	_____	_____
3. Are any agency staff members unable to be bonded?	_____	_____
4. Have there been unfavorable rulings by a funding source against the agency for improper or contract compliance deficiencies?	_____	_____
5. Has the agency or agency director ever had public or foundation funds withheld?	_____	_____
6. Has the agency or agency director refused to participate in any fiscal audit or review requested by a government agency or funding source?	_____	_____

EXPLANATION (Use separate page)

AUTHORIZED SIGNATURE

DATE

Name / Title / Name of Company or Organization

REVENUE DISCLOSURE

LEGAL NAME OF APPLICANT AGENCY

LISTING OF REVENUE SOURCES

REVENUE SOURCE	AMOUNT	TIME PERIOD	SERVICES PROVIDED

LIST OF CURRENT MEMBERS OF BOARD OF DIRECTORS/OTHER AGENCIES

Legal Name of Agency:

First Name	Last Name	Address, City, State	Phone (P): FAX (F):	Other Agency's*
			P: ()	
			F: ()	
			P: ()	
			F: ()	
			P: ()	
			F: ()	
			P: ()	
			F: ()	

*List the name of any other agency that the Board Member also serves on. (Please make additional copies of this form if necessary)

I declare under penalty of perjury that the foregoing is true and correct.

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid or proposal to the County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid to the County.

Date _____

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

1.0 Certification of Independent Price Determination

By submission of this proposal, the Bidder certifies that the statements included herein are true and that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.

2.0 List name(s) and telephone number(s) of the person(s) authorized to legally commit the Bidder.

Name

Phone Number

_____	() _____
_____	() _____
_____	() _____

Legal Name of Bidder

Tax ID Number

Name and Title of Signer

Signature

Date

BIDDER'S CERTIFICATION OF OWNERSHIP AND FINANCIAL INTEREST

Bidder must declare if it holds a controlling interest in any other organization, or is owned or controlled by any other person or organization.

Yes _____ No _____

If yes, provide name of organization or person and the following information:

Print Name and Title Address

Telephone Number Contact Person

I declare under penalty of perjury that that the foregoing Firm/Organization information is true and correct.

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid or proposal to the County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid to the County.

Date

Bidder must declare whether it has Financial Interest in any other business.

Yes _____ No _____

If yes, provide name of business:

Print Legal Name of Business Address

Telephone Number Contact Person

I declare under penalty of perjury that the foregoing Firm/Organization information is true and correct.

Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the bid to the County.

Authorized Signature of Principal Owner, an Officer, or Manager responsible for submission of the bid to the County.

Date

Part E – Required Form 17

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

The County's solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All bidders, whether a contractor or subcontractor, must complete this form to either 1) request an exception from the Program requirements or 2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For (Type of Goods or Services):		

Complete Part I or Part II below, as appropriate.

Part I - Application for Exception From the Program

I request an exception from the Program for the following reason(s) (check the appropriate box(es) and attach documentation that supports your claim):

- ☐ My business does not meet the definition of "contractor," as defined in the Program," because my business has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000 in any 12 month period). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has 10 or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than 10 employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II - Certification of Compliance

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

LIST OF SUBCONTRACTORS

Subcontractor Name	Subcontractor Address	Contact Person	Phone (P): FAX (F):
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()

(Please make additional copies of this form if necessary)

AUDITED FINANCIAL STATEMENT

PROOF OF INSURABILITY

ORGANIZATIONAL DATA

**SECRETARY OF STATE FILINGS –
STATEMENT OF INFORMATION
OR FICTITIOUS BUSINESS NAME STATEMENT (FOR SOLE PROPRIETORSHIP)**

**COPIES OF LICENSES AND PERMITS REQUIRED FOR PROVISION OF
PSYCHOLOGICAL EVALUATION SERVICES**

Bidder must submit copies of all licenses and permits necessary for the provision of the specified services.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (S8 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

CERTIFICATION

YES

NO

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, It will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

()

()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

()

()

Signature

Date

Name and Title (please type or print)

PART F - SAMPLE CONTRACT

NOTE TO BIDDERS:

For the purposes of this IFB, references within this Sample Contract are made to:

- The Statement of Work, refers to Part D of this IFB
- Part I and Part II, refers to sections within this Sample Contract
- Attachments within this Sample Contract, refers to Part H of the IFB.

SAMPLE CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES



AND

Department of Children and Family Services (DCFS)
Contract Development/Fiscal Management
425 Shatto Place, Room 400
Los Angeles, California 90020

February 2007

COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
PSYCHOLOGICAL EVALUATION SERVICES CONTRACT

TABLE OF CONTENTS

Section Number and Title	Page
RECITALS	1
PART I: UNIQUE TERMS AND CONDITIONS.....	1
1.0 APPLICABLE DOCUMENTS AND DEFINED TERMS	1
2.0 PARTIES TO THE CONTRACT	4
3.0 TERM AND TERMINATION	5
4.0 CONTRACT SUM.....	5
5.0 INSURANCE REQUIREMENTS	6
6.0 INVOICES AND PAYMENTS	9
7.0 NOTICES.....	12
8.0 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM.....	12
9.0 EQUIPMENT AND SOFTWARE.....	13
10.0 OFFICE LOCATION	13
 PART II: STANDARD TERMS AND CONDITIONS.....	 38
1.0 ADMINISTRATION OF CONTRACT – CONTRACTOR	39
2.0 ADMINISTRATION OF CONTRACT – COUNTY	41
3.0 AMERICANS WITH DISABILITIES ACT (ADA).....	42
4.0 ASSIGNMENT AND DELEGATION.....	42
5.0 AUTHORIZATION WARRANTY	43
6.0 BUDGET REDUCTION.....	43
7.0 CHANGE NOTICES AND AMENDMENTS.....	43
8.0 CHILD ABUSE PREVENTION REPORTING	44
9.0 CHILD SUPPORT COMPLIANCE PROGRAM.....	44
10.0 COMMUNITY BUSINESS ENTERPRISES PROGRAM	45
11.0 COMPLAINTS	45
12.0 COMPLIANCE WITH APPLICABLE LAWS	46
13.0 COMPLIANCE WITH CIVIL RIGHTS LAWS	47
14.0 COMPLIANCE WITH JURY SERVICE PROGRAM	47
15.0 CONDUCT OF PROGRAM	48
16.0 CONFLICT OF INTEREST	49
17.0 CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT.....	49
18.0 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR ON REEMPLOYMENT LIST	49
19.0 CONTRACT ACCOUNTING AND FINANCIAL REPORTING	50
20.0 CONTRACTOR RESPONSIBILITY AND DEBARMENT	50
21.0 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE	51
22.0 CONTRACTOR'S OBLIGATIONS AS A BUSINESS ASSOCIATE UNDER HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA).....	52
23.0 CONTRACTOR'S WORK	52

24.0	COUNTY'S QUALITY ASSURANCE PLAN.....	52
25.0	CRIMINAL CLEARANCES	52
26.0	EMPLOYEE BENEFITS AND TAXES	53
27.0	EMPLOYMENT ELIGIBILITY VERIFICATION.....	53
28.0	EVENTS OF DEFAULT	54
29.0	FAIR LABOR STANDARDS	54
30.0	FIXED ASSETS	55
31.0	FORMER FOSTER YOUTH CONSIDERATION	55
32.0	GOVERNING LAW, JURISDICTION, AND VENUE	55
33.0	INDEMNIFICATION	56
34.0	INDEPENDENT CONTRACTOR STATUS.....	56
35.0	LIQUIDATED DAMAGES	56
36.0	MANDATORY REQUIREMENT TO REGISTER ON COUNTY'S WEBVEN	57
37.0	MOST FAVORED PUBLIC ENTITY	58
38.0	NON-DISCRIMINATION AND AFFIRMATIVE ACTION	58
39.0	NON EXCLUSIVITY.....	59
40.0	NOTICE OF DELAYS	59
41.0	NOTICE OF DISPUTE.....	59
42.0	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT	59
43.0	PROHIBITION AGAINST INDUCEMENT OR PERSUASION	59
44.0	PROPRIETARY RIGHTS.....	60
45.0	PUBLIC RECORDS ACT	61
46.0	PUBLICITY	61
47.0	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT	62
48.0	RECYCLED-CONTENT PAPER.....	64
49.0	SAFELY SURRENDERED BABY LAW	64
50.0	SUBCONTRACTING	64
51.0	TERMINATION FOR CONTRACTOR'S DEFAULT	66
52.0	TERMINATION FOR CONVENIENCE	67
53.0	TERMINATION FOR IMPROPER CONSIDERATION.....	68
54.0	TERMINATION FOR INSOLVENCY.....	68
55.0	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE ...	69
56.0	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	69
57.0	USE OF FUNDS	69
58.0	VALIDITY.....	70
59.0	WAIVER.....	70
60.0	WARRANTY AGAINST CONTINGENT FEES.....	70

LIST OF ATTACHMENTS

Attachment A	CONTRACTOR's Equal Employment Opportunity (EEO) Certification
Attachment B	Community Business Enterprise Form (CBE)
Attachment C	CONTRACTOR's Employee Acknowledgement and Confidentiality Agreement
Attachment D	CONTRACTOR's Non-Employee Acknowledgment and Confidentiality Agreement
Attachment E	Auditor-Controller Contract Accounting and Administration Handbook
Attachment F	Internal Revenue Notice 1015
Attachment G	Jury Service Program Certification and Los Angeles County Code 2.203 (Jury Service Program)
Attachment H	Safely Surrendered Baby Law Fact Sheet
Attachment I	CONTRACTOR's Administration
Attachment J	COUNTY's Administration
Attachment K	Charitable Contributions Certification
Attachment L	User Complaint Report (UCR)
Attachment M	CONTRACTOR's Obligation Under the Health Insurance Portability and Accountability Act (HIPAA)
Attachment N	County of Los Angeles Policy on Doing Business with Small Business

Contract Number: _____

COUNTY OF LOS ANGELES
PSYCHOLOGICAL EVALUATION SERVICES

CONTRACT
FOR

Psychological Evaluation Services (hereinafter referred to as "Contract").

This Contract is made and entered into this ____ day of _____ 200_, by and between

County of Los Angeles
hereinafter referred to as
"COUNTY"

and

(Click Here - Enter Name of Contractor)
hereinafter referred to as
"CONTRACTOR".

RECITALS

WHEREAS, pursuant to Government Code Sections 26227, 31000 and 53703, COUNTY is permitted to contract for services, and

WHEREAS, the COUNTY desires to provide Psychological Evaluation Services; and

WHEREAS, COUNTY has determined that the services to be provided under this Contract are of an extraordinary, professional nature; and

WHEREAS, CONTRACTOR warrants that it possesses the competence, expertise and personnel necessary to provide such services,

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto do agree as follows:

PART I: UNIQUE TERMS AND CONDITIONS

1.0 APPLICABLE DOCUMENTS AND DEFINED TERMS

- 1.1 This Contract and the Exhibits hereto, constitute the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Part II, Section 7.0, "Changes and Amendments" and signed by both parties.

- 1.2 Attachments A, B, C, D, E, F, G, H, I, J, K, L, M, and N, set forth below, are attached to and incorporated by reference in this Contract.
- 1.3 The headings, page numbers, sections, and sub-section numbers contained in this Contract are for convenience and reference only and are not intended to define the scope of any provision herein.
- 1.4 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, contents or description of any task, deliverable, product, service, or other work between this Contract, Statement of Work, and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Contract, Statement of Work, and Attachments according to the following priority:

Attachment A	CONTRACTOR's Equal Employment Opportunity (EEO) Certification
Attachment B	Community Business Enterprise Form (CBE)
Attachment C	CONTRACTOR's Employee Acknowledgment and Confidentiality Agreement
Attachment D	CONTRACTOR's Non-Employee Acknowledgment and Confidentiality Agreement
Attachment E	Auditor-Controller Contract Accounting and Administration Handbook
Attachment F	Internal Revenue Notice 1015
Attachment G	Jury Service Program Certification and Los Angeles County Code 2.203 (Jury Service Program)
Attachment H	Safely Surrendered Baby Law Fact Sheet
Attachment I	CONTRACTOR's Administration
Attachment J	COUNTY's Administration
Attachment K	Charitable Contributions Certification
Attachment L	User Complaint Report (UCR)
Attachment M	CONTRACTOR's Obligation Under the Health Insurance Portability and Accountability Act (HIPAA)
Attachment N	County of Los Angeles Policy on Doing Business with Small Business

- 1.5 The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used:
- A. "Children's Social Worker (CSW)" – means Social Workers with the Department of Children and Family Services (DCFS) managing caseloads of children who are under the supervision and custody of DCFS.
 - B. "Clinical Assessment" or "Clinical Evaluation" – means an integration of interview, background data, and results of psychological measures.
 - C. "Clinical Interview" – means an interview using a standardized method which involves direct observation of applicant and inquires about the

applicant's background, history, education, occupation, trauma, etc., in order to evaluate the qualifications and suitability of an applicant.

- D. "Contract" – means an agreement executed between COUNTY and CONTRACTOR. It sets forth the terms and conditions for the issuance and performance of PART D, Exhibit A, Statement of Work.
- E. "CONTRACTOR" – means the sole proprietor, partnership, or corporation that has entered into a contract with the COUNTY to perform or execute the work covered by PART D, Exhibit A, Statement of Work.
- F. "CONTRACTOR's Program Director" (CPD) – means CONTRACTOR's officer or employee responsible for administering the Contract in accordance with the Statement of Work.
- G. "COUNTY" – means the Department of Children and Family Services on behalf of the County of Los Angeles and its Board of Supervisors.
- H. "COUNTY's Program Director" – means COUNTY representative responsible for CONTRACTOR's day-to-day activities as related to this Contract and shall coordinate with COUNTY's Program Manager and Program Monitor on a regular basis.
- I. "COUNTY's Program Manager" (CPM) – means COUNTY representative responsible for daily management of contract operation and the oversight of monitoring activities, compliance with the requirements of the Contract, and the delivery of services.
- J. "Day" or "Days" – means whether singular or plural, whether with initial letter capitalized or not, shall mean calendar days, and not business or workday, unless otherwise specifically stated.
- K. "DCFS" - means COUNTY's Department of Children and Family Services
- L. "Director" - means COUNTY's Director of Children and Family Services or his or her authorized designee.
- M. "Evaluation Report" – means a concise summary of findings that states the results of clinical interview and psychological measures, and offers reasons for recommendation of disqualification.
- N. "Fiscal Year(s)" - means the twelve (12) month period beginning July 1st and ending the following June 30th.
- O. "Minnesota Multiphasic Personality Inventory-2" (MMPI 2) – means a measure to assess major symptoms of psychological and personal maladjustment, which also aids in identifying suitable candidates for high- risk public safety positions.

- P. "Personal History Questionnaire" – means a questionnaire to inquire about the applicant's demographic, background and history, which may also include information about traffic violations, arrests, drug uses, and gang affiliation.
- Q. "Performance Outcome Summary" (POS) – means a summary of the Contract outcome that will be evaluated by COUNTY to assure that CONTRACTOR meets contract performance standards.
- R. "Program" - means the work to be performed by CONTRACTOR as defined in PART D, Exhibit A, Statement of Work.
- S. "Quality Assurance" – means actions taken by the COUNTY such as monitoring, audit, etc., to ensure that the services listed on the Performance Outcome Summary meet the requirements of the SOW.
- T. "Quality Assurance Plan" (QAP) – The plan developed by the CONTRACTOR, which defines all necessary measures to be taken by the CONTRACTOR to assure that the quality of the service will meet the contract requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity to the requirements set forth in the SOW. It also indicates those actions, which will be taken by the CONTRACTOR to control the delivery of services in accordance with the requirements of the SOW.
- U. "Report of Classification" – means a report showing an applicant's rating. A rating of Medical Classification "A" means qualified, whereas a rating of Medical Classification "D" means disqualified.
- V. "Sentence Completion Test" – means a projective measure where a stem is provided, and the applicant is supposed to finish the sentence to assess the applicant's intellectual and reasoning capabilities.
- W. "16 Personality Factor" (16 PF) – means a questionnaire with 16 different scales used by psychologists and counselors to help determine a candidate's occupation suitability and to assist personnel select the best suited candidates.
- X. "Subcontract" - means a contract by which a third party agrees to provide services or materials necessary to fulfill an original contract.
- Y. "User Complaint Report" (UCR) – means a report of psychological evaluation services used by DCFS users to report service discrepancies and/or failure to provide training as specified.

2.0 PARTIES TO THE CONTRACT

The parties to this Contract are the County of Los Angeles, hereinafter referred to as "COUNTY" and (Click Here - Enter Name of Contractor), hereinafter referred to as "CONTRACTOR."

3.0 TERM AND TERMINATION

- 3.1 The term of this Contract shall commence on February 16, 2007, or the date of approval by the Board of Supervisor, whichever is later and shall continue through February 15, 2008, unless terminated earlier or extended, in whole or in part, as provided in this Contract.
- 3.2 The COUNTY shall have the sole option to extend the Contract term for up to two (2) additional one-year periods, for a maximum total Contract term of three (3) years. Each such option and extension shall be exercised at the sole discretion of the Director, by written notice to CONTRACTOR, provided that approval of County's Chief Administrative Office (CAO) is obtained prior to any such extension.
- 3.3 CONTRACTOR shall notify COUNTY when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, CONTRACTOR shall notify COUNTY, in the manner set forth in Part I, Section 7.0, Notices, of this Contract.

4.0 CONTRACT SUM

- 4.1 COUNTY and CONTRACTOR agree that this is a firm-fixed price contract. During the term of this Contract, COUNTY shall compensate CONTRACTOR for the services set forth in PART D, Exhibit A, Statement of Work, and at the rate of compensation set forth in PART E, Exhibit A-2, Bid Sheet Pricing Schedule.
- 4.2 CONTRACTOR shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the CONTRACTOR's duties, responsibilities, or obligations, or performance of same by any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the COUNTY's express prior written approval.
- 4.3 CONTRACTOR shall maintain a system of record keeping that will allow CONTRACTOR to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, CONTRACTOR shall notify COUNTY, in the manner set forth in Part I, Section 7.0, Notices, of this Contract.
- 4.4 CONTRACTOR shall have no claim against COUNTY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CONTRACTOR after the expiration or other termination of this Contract. Should CONTRACTOR receive any such payment, CONTRACTOR shall immediately notify COUNTY and shall immediately repay all such funds to COUNTY. Payment by COUNTY for services rendered after

expiration/termination of this Contract shall not constitute a waiver of COUNTY's right to recover such payment from CONTRACTOR. This provision shall survive the expiration or other termination of this Contract.

- 4.5 The total amount payable under this Contract is _____ Dollars (\$ _____), hereinafter referred to as "Maximum Contract Sum". The maximum amount payable under this Contract for each of the contract years shall not exceed Dollars (\$ _____), hereinafter referred to as "Maximum Annual Contract Sum".
- 4.6 CONTRACTOR has prepared and submitted to COUNTY a budget segregating direct and indirect costs and profit for the work to be performed by CONTRACTOR under this Contract, hereinafter referred to as "Budget". Budgeted expenses shall be reduced by applicable CONTRACTOR revenues, which are identified thereon. The line items shall provide sufficient detail to determine the quality and quantity of services to be delivered. This Budget is attached hereto and incorporated by reference herein as PART D, Exhibit A-3, Line Item Budget. CONTRACTOR represents and warrants that the Budget is true and correct in all respects, and services shall be delivered hereunder in accordance with the Budget. In the event the Maximum Contract Sum is increased pursuant to Part II, Section 7.0, Changes and Amendments, hereof, CONTRACTOR shall prepare and submit an amended Budget.
- 4.7 Time is of the essence with regards to CONTRACTOR's performance of any tasks, deliverables, goods, services, or other work, as specified in this Contract, provided, however, the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.

5.0 INSURANCE REQUIREMENTS

5.1 General Insurance Requirements

Without limiting CONTRACTOR's indemnification of the COUNTY and during the term of this Contract, CONTRACTOR shall provide and maintain, and shall require all of its Subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by COUNTY. Such coverage shall be provided and maintained at CONTRACTOR's own expense.

- 5.1.1 Evidence of Insurance: Prior to commencing services under this Contract, certificate(s) or other evidence of coverage satisfactory to COUNTY shall be delivered to:

County of Los Angeles
Department of Children and Family Services
Contract Development/Fiscal Management
Attention: Contract Administrator
425 Shatto Place, Room 400
Los Angeles, CA 90020

Such certificates or other evidence shall:

- 5.1.1.1 Specifically identify this Contract;
- 5.1.1.2 Clearly evidence all coverages required in this Contract;
- 5.1.1.3 Contain the express condition that COUNTY is to be given written notice by mail at least thirty (30) Days in advance of cancellation for all policies evidenced on the certificate of insurance;
- 5.1.2 Include copies of the additional insured endorsement to the commercial general liability policy, adding the COUNTY of Los Angeles, its Special Districts, its officials, officers and employees as insureds for all activities arising from this Contract; and
- 5.1.3 Identify any deductibles or self-insured retentions for COUNTY's approval. The COUNTY retains the right to require the CONTRACTOR to reduce or eliminate such deductibles or self-insured retentions as they apply to the COUNTY, or, require CONTRACTOR to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
- 5.1.4 Insurer Financial Ratings: Insurance is to be provided by an insurance company acceptable to the COUNTY with an A.M. Best rating of not less than A:VII, unless otherwise approved by COUNTY.
- 5.1.5 Failure to Maintain Coverage: Failure by the CONTRACTOR to maintain the required insurance, or to provide evidence of insurance coverage acceptable to COUNTY, shall constitute a material breach of the Contract upon which COUNTY may immediately terminate or suspend this Contract. COUNTY, at its sole option, may obtain damages from CONTRACTOR resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to CONTRACTOR, the COUNTY may deduct from sums due to the CONTRACTOR any premium costs advanced by the COUNTY for such insurance.
- 5.1.6 Notification of Incidents, Claims or Suits: CONTRACTOR shall report to COUNTY:
 - 5.1.6.1 Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the

CONTRACTOR and/or the COUNTY. Such report shall be made in writing within 24 hours of occurrence.

5.1.6.2 Any third party claim or lawsuit filed against the CONTRACTOR arising from or related to services performed by the CONTRACTOR under this Contract.

5.1.6.3 Any injury to a CONTRACTOR employee that occurs on COUNTY property. This report shall be submitted on a COUNTY "Non-Employee Injury Report" to the COUNTY Contract Manager.

5.1.6.4 Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of COUNTY property, monies or securities entrusted to the CONTRACTOR under the terms of this Contract.

5.1.7 Compensation for COUNTY Costs: In the event that the CONTRACTOR fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the COUNTY, the CONTRACTOR shall pay full compensation for all costs incurred by COUNTY.

5.1.8 Insurance Coverage Requirements for Subcontractors: CONTRACTOR shall ensure any and all Subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

5.1.8.1 CONTRACTOR providing evidence of insurance covering the activities of Subcontractors, or

5.1.8.2 CONTRACTOR providing evidence submitted by Subcontractors evidencing that Subcontractors maintain the required insurance coverage. COUNTY retains the right to obtain copies of evidence of Subcontractor insurance coverage at any time.

5.2 Insurance Coverage Requirements:

5.2.1 General Liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

5.2.2 Automobile Liability insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than one million dollars (\$1,000,000) for each accident. Such insurance shall include coverage

for all “owned,” “hired” and “non-owned” vehicles, or coverage for “any auto.”

- 5.2.3 Workers’ Compensation and Employer’s Liability insurance providing workers’ compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the CONTRACTOR is responsible. If the CONTRACTOR’s employees will be engaged in maritime employment, coverage shall provide workers’ compensation benefits as required by the U.S. Longshore and Harbor Workers’ Compensation Act, Jones Act or any other federal law for which CONTRACTOR is responsible.

In all cases, the above insurance also shall include Employers’ Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease – policy limit:	\$1 million
Disease – each employee:	\$1 million

- 5.2.4 Professional Liability: Insurance covering liability arising from any error, omission, negligent or wrongful act of the CONTRACTOR, its officers or employees with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. The coverage also shall provide an extended two-year reporting period commencing upon termination or cancellation of this Contract.

6.0 INVOICES AND PAYMENTS

- 6.1 CONTRACTOR shall invoice the COUNTY only for providing the tasks, deliverables, goods, services, and other work specified in PART D, Exhibit A-3 (Required Form 4A), Statement of Work and elsewhere hereunder. The CONTRACTOR shall prepare invoices, which shall include the charges owed to the CONTRACTOR by the COUNTY under the terms of the Contract. The CONTRACTOR’s payments shall be as provided in PART D, Exhibit A-2, Bid Sheet Pricing Schedule, and a list of the CSW candidates, identified by identification number, that have been provided with a Psychological Services Evaluation and the CONTRACTOR shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the COUNTY. If the COUNTY does not approve work in writing, no payments shall be due to the CONTRACTOR for that work.
- 6.2 CONTRACTOR, with prior approval of COUNTY, may reallocate up to a maximum of five percent (5%) of the Maximum Annual Contract Sum for each year between the approved budget categories (i.e. personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs). Any subsequent budget modifications above the five percent (5%) maximum shall be agreed to by the parties and requested in writing by CONTRACTOR. In any event, such revisions shall not result in any increase in the Maximum Contract Sum. Such requests to COUNTY shall be addressed as follows:

County of Los Angeles,
Department of Children and Family Services
Attention: _____, Program Manager
425 Shatto Place, Room 105
Los Angeles, CA 90020

And a duplicate copy of the Budget modification request to:

County of Los Angeles
Department of Children and Family Services
Attention: Accounting Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, California 90020

- 6.3 CONTRACTOR's invoices shall be priced in accordance with PART E, Exhibit A-2, Bid Sheet Pricing Schedule.
- 6.4 CONTRACTOR's invoices shall contain the information set forth in PART D, Exhibit A, Statement of Work, describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 6.5 CONTRACTOR shall submit an invoice in arrears for services rendered in the previous month. CONTRACTOR shall make its best efforts to submit all invoices within thirty (30) Days of the last day of the month in which the service was rendered. Any invoice submitted more than thirty days after the last day of the month in which the services were rendered shall constitute a "past due invoice." Past due invoices shall be submitted no later than sixty (60) Days after the last day of the month in which the services were rendered. Notwithstanding any other provision of this Contract, CONTRACTOR and COUNTY agree that the COUNTY shall have no obligation whatsoever to pay any past due invoices which are submitted more than sixty (60) Days after the last day of the month in which the services were rendered. COUNTY may, in its sole discretion, pay some or all of a past due invoice which CONTRACTOR has submitted more than sixty (60) Days after the last day of the month in which services were rendered provided sufficient funds remain available under this Contract. These same time frames shall also apply to the submission of the CONTRACTOR's final invoice.
- 6.6 All invoices under this Contract shall be submitted in duplicate to the following address:

CONTRACTOR shall send original invoices to:

County of Los Angeles,
DCFS, Personnel Office
Attention: Psychological Evaluation, Program Manager
425 Shatto Place, Room 105

Los Angeles, CA 90020

And a duplicate copy of the invoices to:

County of Los Angeles
Department of Children and Family Services
Attention: Accounting Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, California 90020

- 6.7 All invoices submitted by the CONTRACTOR for payment must have the written approval of the COUNTY's Program Manager prior to any payment thereof. In no event shall the COUNTY be liable or responsible for any payment prior to such written approval.
- 6.8 Expenditures made by CONTRACTOR in the operation of this Contract shall be in compliance and in conformity with the Title 48 of the Code of Federal Regulations (48 CFR), Part 31, and Office of Management and Budget (OMB) Circulars, A-87 and A-133. *yes, this OMB circs applies to contractors.* CONTRACTOR is responsible for obtaining the most recent version of this Circular which is available online via the Internet at <http://www.whitehouse.gov/omb/circulars/index.html>.
- 6.9 Payment to CONTRACTOR will be made in arrears on a monthly basis for services performed, provided that the CONTRACTOR is not in default under any provision of this Contract. COUNTY has no obligation to pay for any work except those services expressly authorized by this Contract.
- 6.10 In compliance with Internal Revenue Service (IRS) requirements, CONTRACTOR shall provide CONTRACTOR's Tax Identification Number.
- 6.11 CONTRACTOR is responsible for the accuracy of invoices submitted to COUNTY. Further, it is the responsibility of CONTRACTOR to reconcile or otherwise correct inaccuracies or inconsistencies in the invoices submitted by CONTRACTOR and to notify COUNTY of any overpayments received by CONTRACTOR. Overpayment received by CONTRACTOR, as determined by Program Manager, or designee, shall be returned to COUNTY by CONTRACTOR within thirty (30) Days of receiving notification of such overpayment from the COUNTY, or may be set off at COUNTY's election against future payments due CONTRACTOR. Notwithstanding any other provision of this Contract, CONTRACTOR shall return to COUNTY any and all payments, which exceed the Maximum Contract Sum. Furthermore, CONTRACTOR shall return said payments within thirty (30) Days of receiving notification of overpayment from the COUNTY or immediately upon discovering such overpayment, whichever date is earlier.
- 6.12 CONTRACTOR shall not be paid for expenditures beyond the Maximum Contract Sum, and CONTRACTOR agrees that COUNTY has no obligation,

whatsoever, to pay for any expenditures by CONTRACTOR that exceed the Maximum Contract Sum.

7.0 NOTICES

- 7.1 All notices or demands required or permitted to be given or made under this Contract shall be given in writing by enclosing the same in a sealed envelope addressed to the intended party and by depositing such envelope with postage prepaid in the United States Post Office or any substation or public letterbox. All notices to COUNTY shall be sent in duplicate addressed to the following:

County of Los Angeles
Department of Children and Family Services
Contract Development/Fiscal Management
Attention: Contract Administrator
425 Shatto Place, Room 400
Los Angeles, California 90020

All notices to CONTRACTOR shall be sent to CONTRACTOR

Contractor: _____
Address: _____
City, State, _____
Zip: _____
Attention: _____
Phone: _____
Fax: _____

or such other person and/or location as may hereinafter be designated in writing by the CONTRACTOR. Addresses may be changed by either party giving ten (10) Days' prior written notice thereof to the other party.

- 7.2 All notices may also be given upon personal delivery to any person whose actual knowledge would be sufficient notice to CONTRACTOR. Further, it is expressly understood that actual knowledge of an individual CONTRACTOR shall in any case be sufficient notice. If the CONTRACTOR is a partnership or a corporation, actual knowledge of a partner, officer or member of the corporation, or of the managing agent regularly in charge of the work on behalf of CONTRACTOR, shall also be deemed sufficient.

8.0 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

This program does not apply to this contract.

9.0 EQUIPMENT AND SOFTWARE

CONTRACTOR and/or his/her staff who perform the psychological evaluation services, must have all equipment and software necessary to meet all the requirements of the contract, and specifically the capability to provide computerized scoring for the MMPI-2 and 16 PF tests.

10.0 OFFICE LOCATION

CONTRACTOR must have office/offices located in Los Angeles County to serve DCFS candidates, and shall be responsible for all office administration and operating costs and expenses. Bidder who is doing business as a corporation must register with the State of California, Secretary of State. Bidder who is doing business as a sole proprietorship must file a Fictitious Business Name Statement with the County of Los Angeles.

Department of Children and Family Services - Contracts Administration
PART II: STANDARD TERMS AND CONDITIONS

County of Los Angeles - Department of Children and Family Services
STANDARD TERMS AND CONDITIONS

1.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

1.1 CONTRACTOR's Program Director

1.1.1 CONTRACTOR's Program Director is designated in Exhibit B, Attachment I, CONTRACTOR's Administration. The CONTRACTOR shall notify the COUNTY in writing of any change in the name or address of the CONTRACTOR's Program Director.

1.1.2 CONTRACTOR's Program Director shall be responsible for CONTRACTOR's day-to-day activities as related to this Contract and shall coordinate with COUNTY's Program Manager and Program Monitor on a regular basis.

1.2 Approval of CONTRACTOR's Staff

COUNTY has the absolute right to approve or disapprove all of CONTRACTOR's staff performing work hereunder and any proposed changes in CONTRACTOR's staff, including, but not limited to, CONTRACTOR's Program Director.

1.3 CONTRACTOR's Staff Identification

1.3.1 CONTRACTOR shall provide all staff assigned to this Contract with a photo identification badge in accordance with COUNTY specifications. Specifications may change at the discretion of the COUNTY and CONTRACTOR will be provided new specifications as required. The format and content of the badge is subject to the COUNTY's approval prior to the CONTRACTOR implementing the use of the badge. CONTRACTOR staff, while on duty or when entering a COUNTY facility or its grounds, shall prominently display the photo identification badge on the upper part of the body.

1.3.2 CONTRACTOR shall notify the COUNTY within one business day when staff is terminated from working on this Contract. CONTRACTOR shall retrieve and return an employee's ID badge to the COUNTY on the next business day after the employee has terminated employment with the CONTRACTOR.

1.3.3 If COUNTY requests the removal of CONTRACTOR's staff, CONTRACTOR shall retrieve and return an employee's ID badge to the COUNTY on the next business day after the employee has been removed from working on the COUNTY's Contract.

1.4 Background and Security Investigations

- 1.4.3 At any time prior to or during term of this Contract, the COUNTY may require that all CONTRACTOR staff performing work under this Contract undergo and pass, to the satisfaction of COUNTY, a background investigation, as a condition of beginning and continuing to work under this Contract. COUNTY shall use its discretion in determining the method of background clearance to be used, up to and including a COUNTY performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the expense of the CONTRACTOR, regardless if the CONTRACTOR's staff passes or fails the background clearance investigation.
- 1.4.4 COUNTY may request that CONTRACTOR's staff be immediately removed from working on the COUNTY Contract at any time during the term of the Contract. COUNTY will not provide to CONTRACTOR or to CONTRACTOR's staff any information obtained through the COUNTY conducted background clearance.
- 1.4.5 COUNTY may immediately deny or terminate facility access to CONTRACTOR's staff who do not pass such investigation(s) to the satisfaction of the COUNTY whose background or conduct is incompatible with COUNTY facility access, at the sole discretion of the COUNTY.
- 1.4.6 Disqualification, if any, of CONTRACTOR staff, pursuant to this Sub-section 1.4 shall not relieve CONTRACTOR of its obligation to complete all work in accordance with the terms and conditions of this Contract.

1.5 Confidentiality

- 1.5.3 CONTRACTOR shall maintain the confidentiality of all records and information, including the terms and conditions of the Contract, events or circumstances which occur during the course of CONTRACTOR's performance under the Contract, billings, COUNTY records, patient records, and other information obtained from the COUNTY under this Contract in accordance with all applicable federal, State or local laws, ordinances, regulations and directives relating to confidentiality.
- 1.5.4 CONTRACTOR shall not reproduce, distribute, or disclose to any person or entity any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness, or problem regarding data security or maintenance in COUNTY's computer systems, or to any safeguard, countermeasure, or contingency plan, policy or procedure for data security contemplated or implemented by COUNTY, without COUNTY's prior written consent.
- 1.5.5 CONTRACTOR shall inform all of its directors, officers, shareholders, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

- 1.5.6 CONTRACTOR shall cause each employee performing services covered by this Contract to sign and adhere to Exhibit B, Attachment C, "CONTRACTOR's Employee Acknowledgment and Confidentiality Agreement".
- 1.5.7 CONTRACTOR shall cause each non-employee performing services covered by this Contract to sign and adhere to Exhibit B, Attachment D, "CONTRACTOR's Non-Employee Acknowledgment and Confidentiality Agreement".
- 1.5.8 CONTRACTOR shall notify COUNTY of any attempt to obtain confidential records through the legal process.
- 1.5.9 CONTRACTOR agrees to notify COUNTY in writing within twenty-four (24) hours of any actual or suspected misuse, misappropriation, unauthorized disclosure of, or unauthorized access to Confidential Information that may come to CONTRACTOR's attention, and that includes unauthorized access to CONTRACTOR's computer or computers (including those of any Subcontractor involved in the Relationship) containing CONTRACTOR's or COUNTY's Confidential Information related to this Contract, including names and information of referred clients. Unauthorized access may include a virus or worm that penetrates and gains access to a computer and places a back door or keystroke logger on it, or a directed hack/crack that gains access to and some control over a computer.
- 1.5.10 CONTRACTOR shall comply with all applicable laws pertaining to confidentiality. This shall include, but is not limited to, the confidentiality provisions of Section 827 and Section 10850 of the California Welfare and Institutions Code and MPP Division 19.

2.0 ADMINISTRATION OF CONTRACT – COUNTY

A listing of all COUNTY Administration referenced in the following Sub-sections is designated in Exhibit B, Attachment J, COUNTY's Administration. The COUNTY shall notify the CONTRACTOR in writing of any change in the names or addresses shown.

2.1 COUNTY's Program Director

Responsibilities of the COUNTY's Program Director include:

- ensuring that the objectives of this Contract are met;
- making changes in the terms and conditions of this Contract in accordance with Part II, Section 7.0, Changes and Amendments; and
- providing direction to CONTRACTOR in the areas relating to COUNTY policy, information requirements, and procedural requirements

2.2 COUNTY's Program Manager

The responsibilities of the COUNTY's Program Manager include:

- meeting with CONTRACTOR's Program Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of CONTRACTOR.

The COUNTY's Program Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate COUNTY in any respect whatsoever.

2.3 COUNTY's Contract Program Monitor

The COUNTY's Program Monitor is responsible for overseeing the day-to-day administration of this Contract. The Program Monitor reports to the COUNTY's Program Manager.

3.0 AMERICANS WITH DISABILITIES ACT (ADA)

The CONTRACTOR agrees to abide by all applicable federal, State and local laws including the Americans with Disabilities Act (ADA) and its requirement to provide reasonable accommodations and auxiliary aids or services, unless compliance with the ADA would place an undue financial burden on, or would fundamentally alter the nature of, the CONTRACTOR's program.

4.0 ASSIGNMENT AND DELEGATION

4.1 CONTRACTOR shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of COUNTY, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Section 4.1, COUNTY consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by COUNTY to any approved delegate or assignee on any claim under the Contract shall be deductible, at COUNTY's sole discretion, against the claims, which CONTRACTOR may have against COUNTY.

4.2 Shareholders, partners, members, or other equity holders of CONTRACTOR may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of CONTRACTOR to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of COUNTY in accordance with applicable provisions of this Contract.

- 4.3 Any assumption, assignment, delegation, or takeover of any of the CONTRACTOR's duties, responsibilities, obligations, or performance of same by any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without COUNTY's express prior written approval, shall be a material breach of the Contract which may result in the termination of the Contract. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against CONTRACTOR as it could pursue in the event of default by CONTRACTOR.

5.0 AUTHORIZATION WARRANTY

The CONTRACTOR represents and warrants that the person executing this Contract for the CONTRACTOR is an authorized agent who has actual authority to bind the CONTRACTOR to each and every term, condition, and obligation of this Contract and that all requirements of the CONTRACTOR have been fulfilled to provide such actual authority.

6.0 BUDGET REDUCTION

In the event that the County's Board of Supervisors adopts, in any fiscal year, a COUNTY Budget which provides for reductions in the salaries and benefits paid to the majority of COUNTY employees and imposes similar reductions with respect to COUNTY contracts, the COUNTY reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year for services provided by the CONTRACTOR under this Contract. The COUNTY's notice to the CONTRACTOR regarding said reduction in payment obligation shall be provided within thirty (30) calendar Days of the Board's approval of such actions. Notwithstanding such reduction, the CONTRACTOR shall continue to provide all of the services set forth in this Contract.

7.0 CHANGE NOTICES AND AMENDMENTS

- 7.1 The COUNTY reserves the right to initiate Change Notices that **do not affect** the scope, term, Contract Sum or payments. All such changes shall be accomplished with an executed Change Notice signed by the CONTRACTOR and by DCFS.
- 7.2 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an amendment shall be prepared and executed by the County's Board of Supervisors or the Director in the event the Director has the delegated authority to execute. Approval of County Counsel must be obtained for any changes which affect the scope of work.
- 7.3 The County's Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The COUNTY reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Administrative Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the CONTRACTOR and by DCFS.

7.4 The Director of DCFS or the County's Board of Supervisors, may at his/her sole discretion, authorize extensions of time as defined in Part I, Section 3.2, Term and Termination, of this Contract. The CONTRACTOR agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to the Contract shall be prepared and executed by the CONTRACTOR and by DCFS.

8.0 CHILD ABUSE PREVENTION REPORTING

8.1 CONTRACTOR agrees that the safety of the child will always be the first priority. To ensure the safety of children, CONTRACTOR will immediately notify COUNTY and the Child Abuse Hotline whenever CONTRACTOR reasonably suspects that a child has been a victim of abuse and/or is in danger of future abuse. The CONTRACTOR will remain with the child if imminent risk is present.

8.2 CONTRACTOR shall ensure that all known or suspected instances of child abuse are reported to a child protection agency as defined in Section 11164, et. Seq. of the Penal Code. This responsibility shall include:

8.2.1 A requirement that all employees, consultants, or agents performing services under this Contract who are required by Penal Code, Section 11166(a), to report child abuse, sign a statement that he or she knows of the reporting requirements and will comply with them.

8.2.2 The establishment of procedures to ensure reporting even when employees, consultants or agents who are not required to report child abuse under California Penal Code Section 11166, gain knowledge of, or reasonably suspect that a child had been a victim of abuse or neglect.

8.2.3 The assurance that all employees of CONTRACTOR and Subcontractors understand that the safety of the child is always the first priority.

9.0 CHILD SUPPORT COMPLIANCE PROGRAM

9.1 Contractor's Acknowledgement of County's Commitment to Child Support Enforcement

9.1.1 The CONTRACTOR acknowledges that the COUNTY places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The CONTRACTOR understands that it is the COUNTY's policy to encourage all COUNTY CONTRACTOR's to voluntarily post the COUNTY's "L.A. Most Wanted: Delinquent Parents" poster in a prominent position at the CONTRACTOR's place of business. The COUNTY's Child Support Services Department will supply the CONTRACTOR with the poster to be used.

9.2 Contractor's Warranty of Adherence to County's Child Support Compliance Program

9.2.1 The CONTRACTOR acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from the COUNTY through Purchase Order or Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

9.2.2 As required by the COUNTY's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the CONTRACTOR's duty under this Contract to comply with all applicable provisions of law, the CONTRACTOR maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

9.3 Termination for Breach of Warranty to Maintain Child Support Compliance

Failure of the CONTRACTOR to maintain compliance with the requirements set forth in Sub-Section 9.2, "Contractor's Warranty of Adherence to County's Child Support Compliance Program," shall constitute a default by the CONTRACTOR under this Contract. Without limiting the rights and remedies available to the COUNTY under any other provision of this Contract, failure to cure such default within ninety (90) Days of notice by the Los Angeles County Child Support Services Department shall be grounds upon which the Board of Supervisors may terminate this contract pursuant to Part II, Termination for CONTRACTOR's Default.

10.0 COMMUNITY BUSINESS ENTERPRISES PROGRAM

In accordance with COUNTY policy, CONTRACTOR has submitted a true and correct copy of the Certification Application, which is attached as Exhibit B, Attachment B.

11.0 COMPLAINTS

11.1 CONTRACTOR shall develop, maintain, and operate procedures for receiving, investigating and responding to complaints.

11.2 Within five (5) business days after Contract effective date, CONTRACTOR shall provide the COUNTY with the CONTRACTOR's policy for receiving, investigating and responding to user complaints.

11.2.1 The COUNTY will review the CONTRACTOR's policy and provide the CONTRACTOR with approval of said plan or with requested changes.

11.2.2 If the COUNTY request changes in the CONTRACTOR's policy, the CONTRACTOR shall make such changes and resubmit the plan with five (5) business days.

11.2.3 If at any time, the CONTRACTOR wishes to change the CONTRACTOR's policy, the CONTRACTOR shall submit proposed changes to the COUNTY for approval before implementation.

11.3 CONTRACTOR shall preliminarily investigate all complaints and notify the COUNTY's Program Manager of the status of the investigation within five (5) business Days of receiving the complaint.

11.4 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

11.5 Copies of all written responses shall be sent to the COUNTY's Program Manager within three (3) business Days of mailing to the complainant.

12.0 COMPLIANCE WITH APPLICABLE LAWS

12.1 CONTRACTOR shall conform to and abide by all applicable Municipal, COUNTY, State and Federal laws and regulations, court rules, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference insofar as the same or any of them are applicable. This includes compliance with mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (Title 24, California Administrative Code) and compliance with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). Insofar as permits and/or licenses are required for the prescribed services and/or any construction authorized herein, the same must be obtained from the regulatory agency having jurisdiction thereover.

12.1.1 CONTRACTOR acknowledges that this Contract will be funded, in part, with federal funds; therefore, CONTRACTOR agrees that it shall comply with all applicable federal laws and regulations pertaining to such federal funding. Said federal laws and regulations include, but are not limited to, 45 CFR Section 92.36, et seq.

12.1.2 CONTRACTOR shall comply with all applicable laws pertaining to confidentiality. This shall include but is not limited to the confidentiality provisions of Section 827 and Section 10850 of the California Welfare and Institutions Code and MPP Division 19.

12.1.3 CONTRACTOR agrees to comply fully with the terms of Executive Order 11246, entitled Equal Employment Opportunity as amended by

Executive Order 11375, and as supplemented by Department of Labor Regulations (41 CFR Part 60).

- 12.2 Failure by CONTRACTOR to comply with such laws and regulations shall be a material breach of this Contract and may result in termination of this Contract.
- 12.3 CONTRACTOR shall indemnify and hold harmless the COUNTY from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the CONTRACTOR or its employees, agents, or Subcontractors of any such laws, rules, regulations, ordinances, or directives.

13.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

CONTRACTOR hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. CONTRACTOR shall comply with Exhibit B, Attachment A, Contractor's Equal Employment Opportunity (EEO) Certification.

14.0 COMPLIANCE WITH JURY SERVICE PROGRAM

This Contract is subject to the provisions of the COUNTY's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached hereto as Exhibit B, Attachment G, and incorporated by reference into and made a part of this Contract.

14.1 Written Employee Jury Service Policy

14.1.1 Unless CONTRACTOR has demonstrated to the COUNTY's satisfaction either that CONTRACTOR is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that CONTRACTOR qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), CONTRACTOR shall have and adhere to a written policy that provides that its Employees shall receive from the CONTRACTOR, on an annual basis, no less than five (5) Days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the Employee's regular pay the fees received for jury service.

14.1.2 For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the COUNTY or a subcontract with a COUNTY contractor and has received or will receive an aggregate sum of Fifty Thousand Dollars (\$50,000) or more in any 12-month period under one or more COUNTY contracts or subcontracts.

“Employee” means any California resident who is a full time employee of CONTRACTOR. “Full time” means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the COUNTY, or 2) CONTRACTOR has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) Days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If CONTRACTOR uses any Subcontractor to perform services for the COUNTY under this Contract, the Subcontractor shall also be subject to the provisions of this Section 14.0. The provisions of this Sub-section 14.1.2 shall be inserted into any such subcontract contract and a copy of the Jury Service Program shall be attached to the agreement.

14.1.3 If CONTRACTOR is not required to comply with the Jury Service Program when the Contract commences, CONTRACTOR shall have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and CONTRACTOR shall immediately notify COUNTY if CONTRACTOR at any time either comes within the Jury Service Program’s definition of “Contractor” or if CONTRACTOR no longer qualifies for an exception to the Jury Service Program. In either event, CONTRACTOR shall immediately implement a written policy consistent with the Jury Service Program. The COUNTY may also require, at any time during the term of this Contract and at its sole discretion, that CONTRACTOR demonstrate to the COUNTY’s satisfaction that CONTRACTOR either continues to remain outside of the Jury Service Program’s definition of “Contractor” and/or that CONTRACTOR continues to qualify for an exception to the Program.

14.1.4 CONTRACTOR’s violation of Section 14.0 of this Contract may constitute a material breach of this Contract. In the event of such material breach, COUNTY may, in its sole discretion, terminate the Contract and/or bar CONTRACTOR from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

15.0 CONDUCT OF PROGRAM

CONTRACTOR shall abide by all terms and conditions imposed and required by this Contract and shall comply with all subsequent revisions, modifications, and administrative and statutory changes made by the State, and all applicable provisions of State and Federal regulations. Failure by CONTRACTOR to comply with provisions, requirements or conditions of this Contract, including but not limited to performance documentation, reporting and evaluation requirements, shall be a material breach of this Contract and may result in the withholding of payments, financial penalties, and/or termination as stated herein.

16.0 CONFLICT OF INTEREST

- 16.1 No COUNTY employee whose position in COUNTY enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by CONTRACTOR or have any other direct or indirect financial interest in this Contract. No officer or employee of CONTRACTOR who may financially benefit from the performance of work hereunder shall in any way participate in COUNTY's approval, or ongoing evaluation of such work, or in any way attempt to unlawfully influence COUNTY's approval or ongoing evaluation of such work.
- 16.2 CONTRACTOR shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. CONTRACTOR warrants that it is not now aware of any facts that create a conflict of interest. If CONTRACTOR hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to COUNTY. Full written disclosure shall include, but is not limited to, identification of all persons implicated and complete description of all relevant circumstances. Failure to comply with the provisions of this Section shall be a material breach of this Contract.

17.0 CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT

- 17.1 Should CONTRACTOR require additional or replacement personnel after the effective date of this Contract, CONTRACTOR shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet CONTRACTOR's minimum qualifications for the open position. For this purpose, consideration shall mean that the CONTRACTOR will interview qualified candidates. The COUNTY will refer GAIN/GROW participants, by job category, to CONTRACTOR.
- 17.2 In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be given first priority.

18.0 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR ON REEMPLOYMENT LIST

Should CONTRACTOR require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, CONTRACTOR shall give **first consideration** for such employment openings to qualified permanent COUNTY employees who are targeted for layoff or qualified former COUNTY employees who are on a reemployment list during the life of this Contract.

19.0 CONTRACT ACCOUNTING AND FINANCIAL REPORTING

- 19.1 CONTRACTOR shall establish and maintain an accounting system including internal controls and financial reporting, which shall meet the minimum requirements for Contract Accounting as described in Exhibit B, Attachment E, Auditor-Controller Contract Accounting and Administration Handbook.
- 19.2 CONTRACTOR shall maintain supporting documentation for all accruals reported. Accruals which are not properly supported may be disallowed upon audit.

20.0 CONTRACTOR RESPONSIBILITY AND DEBARMENT

- 20.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the COUNTY's policy to conduct business only with responsible contractors.
- 20.2 The CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the COUNTY acquires information concerning the performance of the CONTRACTOR on this or other contracts which indicates that the CONTRACTOR is not responsible, the COUNTY may, in addition to other remedies provided in the Contract, debar the CONTRACTOR from bidding or proposing on, or being awarded, and/or performing work on COUNTY contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the CONTRACTOR may have with the COUNTY.
- 20.3 The COUNTY may debar a Contractor if the Board of Supervisors, finds in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the COUNTY or a nonprofit corporation created by the COUNTY; (2) committed an act or omission which negatively reflects on the CONTRACTOR's quality, fitness or capacity to perform a contract with the COUNTY, any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the COUNTY or any other public entity.
- 20.4 If there is evidence that the CONTRACTOR may be subject to debarment, the Department will notify the CONTRACTOR in writing of the evidence, which is the basis for the proposed debarment and will advise the CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 20.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The CONTRACTOR and/or the CONTRACTOR's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation

regarding whether the CONTRACTOR should be debarred, and if so, the appropriate length of time of the debarment. The CONTRACTOR and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

- 20.6 After consideration of any objections or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 20.7 If a CONTRACTOR has been debarred for a period longer than five years, that CONTRACTOR may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The COUNTY may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the CONTRACTOR has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the COUNTY.
- 20.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where: (1) the CONTRACTOR has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

20.8.1 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- 20.9 These terms shall also apply to Subcontractors of COUNTY Contractors.

21.0 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of

2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring CONTRACTORS to complete the certification in Exhibit B, Attachment K the County seeks to ensure that all COUNTY CONTRACTORS which receive or raise charitable contributions comply with California law in order to protect the COUNTY and its taxpayers. A CONTRACTOR which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

22.0 CONTRACTOR'S OBLIGATIONS AS A BUSINESS ASSOCIATE UNDER HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

The COUNTY is subject to the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Contract, CONTRACTOR provides services to the COUNTY and the CONTRACTOR receives, has access to, and/or creates Protected Health Information as defined in Exhibit B, Attachment M in order to provide those services. The COUNTY and the CONTRACTOR therefore agree to the terms of Exhibit B, Attachment M, CONTRACTOR's Obligations Under HIPAA.

23.0 CONTRACTOR'S WORK

- 23.1 Pursuant to the provisions of this Contract, CONTRACTOR shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as more fully set forth in Exhibit A, Statement of Work.
- 23.2 If the CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR shall have no claim whatsoever against the COUNTY.

24.0 COUNTY'S QUALITY ASSURANCE PLAN

The COUNTY or its agent will evaluate CONTRACTOR's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the CONTRACTOR's compliance with all contract terms and conditions and performance standards. CONTRACTOR deficiencies which COUNTY determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and CONTRACTOR. If improvement does not occur consistent with the corrective action measures, the COUNTY may terminate this Contract or impose other penalties as specified in this Contract.

25.0 CRIMINAL CLEARANCES

- 25.1 For the safety and welfare of the children to be served under this Contract, CONTRACTOR agrees, as permitted by law, to ascertain arrest and conviction records for all current and prospective employees, independent contractors,

volunteers or Subcontractors who may come in contact with children in the course of their work, volunteer activity or performance of the subcontract and shall maintain such records in the file of each such person.

25.2 CONTRACTOR shall immediately notify COUNTY of any arrest and/or subsequent conviction, other than for minor traffic offenses, of any employee, independent contractor, volunteer staff or Subcontractor who may come in contact with children while providing services under this Contract when such information becomes known to CONTRACTOR.

25.3 CONTRACTOR agrees not to engage or continue to engage the services of any person convicted of any crime involving harm to children, or any crime involving conduct inimical to the health, morals, welfare or safety of others, including but not limited to the offenses specified in Health and Safety Code, Section 11590 (offenses requiring registration as a controlled substance offender) and those crimes listed in the Penal Code which involve murder, rape, kidnap, abduction, assault and lewd and lascivious acts.

26.0 EMPLOYEE BENEFITS AND TAXES

26.1 CONTRACTOR shall be solely responsible for providing to, or on behalf of its employees, all legally required salaries, wages, benefits, or other compensation.

26.2 COUNTY shall have no liability or responsibility for any taxes, including, without limitation, sales, income, employee withholding and/or property taxes which may be imposed in connection with or resulting from this Contract or CONTRACTOR's performance hereunder.

27.0 EMPLOYMENT ELIGIBILITY VERIFICATION

CONTRACTOR warrants that it fully complies with all Federal and State statutes and regulations regarding employment of aliens and others, and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain such documentation of all covered employees for the period prescribed by law. CONTRACTOR shall indemnify, defend, and hold harmless, the COUNTY, its agents, officers and employees from employer sanctions and any other liability which may be assessed against the CONTRACTOR or the COUNTY or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

28.0 EVENTS OF DEFAULT

28.1 Default for Non-Performance

28.1 COUNTY may terminate the whole or any part of this Contract if either of the following circumstances exists:

28.1.1 CONTRACTOR has made a misrepresentation of any required element in the bid/proposal submitted in response to the Invitation for Bids/Request for Proposals, if any; or

28.1.2 CONTRACTOR fails to comply with or perform any provision of this Contract or fails to make progress so as to endanger performance of any term of this Contract.

28.2 Default for Insolvency

COUNTY may terminate this Contract for default for insolvency in the event of the occurrence of any of the following:

28.2.1 Insolvency of CONTRACTOR. CONTRACTOR shall be deemed insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether it has filed for bankruptcy or not, and whether insolvent within the meaning of the Federal Bankruptcy Law or not;

28.2.2 The filing of a voluntary petition in bankruptcy;

28.2.3 The appointment of a Receiver or Trustee for CONTRACTOR;

28.2.4 The execution by CONTRACTOR of an assignment for the benefit of creditors.

28.3 Other Events of Default

Determination by the COUNTY, the State Fair Employment Commission, or the Federal Equal Employment Opportunity Commission of discrimination having been practiced by CONTRACTOR in violation of State and/or Federal laws thereon.

29.0 FAIR LABOR STANDARDS

The CONTRACTOR shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the COUNTY and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the CONTRACTOR's employees for which the COUNTY may be found jointly or solely liable.

30.0 FIXED ASSETS

Title to all fixed assets purchased with COUNTY funds designated by the COUNTY for that purpose under this Contract shall remain with COUNTY. A "Fixed Asset" is defined hereunder as any equipment costing Five Thousand Dollars (\$5,000) or more, with a useful life of more than one year. Such assets shall be maintained and repaired by CONTRACTOR during the term of this Contract. CONTRACTOR shall provide an accounting of such assets at the termination or expiration of this Contract and shall deliver same to COUNTY upon COUNTY's written request. CONTRACTOR shall have the option upon the expiration or termination of the Contract to acquire such assets at a price to be mutually agreed upon by COUNTY and CONTRACTOR.

31.0 FORMER FOSTER YOUTH CONSIDERATION

31.1 Should CONTRACTOR require additional or replacement personnel after the effective date of this Contract to perform services set forth herein, CONTRACTOR shall give consideration (after COUNTY employees, and GAIN/GROW participants as described in Part II, Sections 18.0 and 17.0, respectively) for any such position(s) to qualified former foster youth. CONTRACTOR shall notify COUNTY of any new or vacant positions(s) within CONTRACTOR's firm by sending via U.S. mail or facsimile, a list denoting any position(s) for which hiring is anticipated to:

County of Los Angeles
Department of Children and Family Services
Attention: Division Chief, Emancipation Services Division
3530 Wilshire Blvd., Suite 400
Los Angeles, CA 90010
FAX: (213) 637-0036

31.2 The notice sent by CONTRACTOR must indicate the position(s)/title(s) for vacant or new employment opportunity, description of same, requirements/qualifications for position(s), anticipated pay rate or salary schedule, the location where application(s)/requests for application(s) may be sent, final date of acceptance for applications, and any special circumstances relevant to the hiring procedure for said position(s).

31.3 CONTRACTOR is exempt from the provisions of this Section 31.0 if it is a governmental entity.

32.0 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The CONTRACTOR agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

33.0 INDEMNIFICATION

CONTRACTOR shall indemnify, defend and hold harmless the COUNTY, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to, demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with CONTRACTOR's acts and/or omissions arising from and/or relating to this Contract.

34.0 INDEPENDENT CONTRACTOR STATUS

- 34.1 This Contract is by and between the COUNTY and the CONTRACTOR and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between COUNTY and the CONTRACTOR. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 34.2 CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The COUNTY shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the CONTRACTOR.
- 34.3 CONTRACTOR understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the CONTRACTOR and not employees of the COUNTY. The CONTRACTOR shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the CONTRACTOR pursuant to this Contract.
- 34.4 CONTRACTOR shall cause each employee performing services covered by this Contract to sign and adhere to Attachment C, "CONTRACTOR's Employee Acknowledgement and Confidentiality Agreement". The CONTRACTOR shall cause each non-employee performing services covered by this Contract to sign and adhere to Attachment D, CONTRACTOR's Non-Employment Acknowledgement, Confidentiality, and Copyright Assignment Agreement."

35.0 LIQUIDATED DAMAGES

- 35.1 If, in the judgment of the Director, the CONTRACTOR is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the CONTRACTOR's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the CONTRACTOR from the COUNTY, will be forwarded to the CONTRACTOR by

the Director, or his/her designee, in a written notice describing the reasons for said action.

35.2 If the Director determines that there are deficiencies in the performance of this Contract that the Director deems are correctable by the CONTRACTOR over a certain time span, the Director will provide a written notice to the CONTRACTOR to correct the deficiency within specified time frames. Should the CONTRACTOR fail to correct deficiencies within said time frame, the Director may:

- (a) Deduct from the CONTRACTOR's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or
- (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the CONTRACTOR to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages shall be that which is specified in Exhibit A-1, Performance Requirements Summary (PRS) Chart, and that the CONTRACTOR shall be liable to the COUNTY for liquidated damages in said amount. Said amount shall be deducted from the COUNTY's payment to the CONTRACTOR; and/or
- (c) Upon giving five (5) Days notice to the CONTRACTOR for failure to correct the deficiencies, the COUNTY may correct any and all deficiencies and the total costs incurred by the COUNTY for completion of the work by an alternate source, whether it be COUNTY forces or separate private contractor, will be deducted and forfeited from the payment to the CONTRACTOR from the COUNTY, as determined by the COUNTY.

35.3 The action noted in Sub-section 35.2 shall not be construed as a penalty, but as adjustment of payment to the CONTRACTOR to recover the COUNTY cost due to the failure of the CONTRACTOR to complete or comply with the provisions of this Contract.

35.4 This Sub-section shall not, in any manner, restrict or limit the COUNTY's right to damages for any breach of this Contract provided by law or as specified in the PRS or Sub-section 35.2, and shall not, in any manner, restrict or limit the COUNTY's right to terminate this Contract as agreed to herein.

36.0 MANDATORY REQUIREMENT TO REGISTER ON COUNTY'S WEBVEN

CONTRACTOR represents and warrants that it has registered in the COUNTY's WebVen. Prior to a contract award, all potential contractors must register in the COUNTY's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the COUNTY's home page at

http://lacounty.info/doing_business/main_db.htm. (There are underscores in the address between the words 'doing business' and 'main db'.)

37.0 MOST FAVORED PUBLIC ENTITY

If the CONTRACTOR's prices decline, or should the CONTRACTOR at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the COUNTY.

38.0 NON-DISCRIMINATION AND AFFIRMATIVE ACTION

- 38.1 CONTRACTOR certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies, are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 38.2 CONTRACTOR shall certify to, and comply with, the provisions of Exhibit B, Attachment A, Contractor's Equal Employment Opportunity (EEO) Certification.
- 38.3 CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 38.4 CONTRACTOR certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 38.5 CONTRACTOR certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 38.6 CONTRACTOR shall allow COUNTY representatives access to CONTRACTOR's employment records during regular business hours to verify compliance with the provisions of this section when so requested by COUNTY.

38.7 If the COUNTY finds that any of the above provisions have been violated, such violation shall constitute a material breach of contract upon which COUNTY may determine to terminate this Contract. While the COUNTY reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Opportunity Commission or the Federal Equal Employment Opportunity Commission that the CONTRACTOR has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by COUNTY that the CONTRACTOR has violated the anti-discrimination provisions of this Contract.

38.8 The parties agree that in the event the CONTRACTOR violates any of the anti-discrimination provisions of this Contract, the COUNTY shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

39.0 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with CONTRACTOR. This Contract shall not restrict DCFS from acquiring similar, equal, or like goods and/or services from other entities or sources.

40.0 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) Day, give written notice thereof, including all relevant information with respect thereto, to the other party.

41.0 NOTICE OF DISPUTE

The CONTRACTOR shall bring to the attention of the COUNTY Program Manager and/or COUNTY Program Director any dispute between the COUNTY and the CONTRACTOR regarding the performance of services as stated in this Contract. If the COUNTY Program Manager or COUNTY Program Director is not able to resolve the dispute, the Director, or designee shall resolve it.

42.0 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

CONTRACTOR shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Services Notice 1015, attached hereto as Exhibit B, Attachment F.

43.0 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, CONTRACTOR and COUNTY agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way

intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

44.0 PROPRIETARY RIGHTS

44.1 COUNTY and CONTRACTOR agree that all materials, data and information developed under and/or used in connection with this Contract shall become the sole property of COUNTY, provided that CONTRACTOR may retain possession of all working papers prepared by CONTRACTOR. During and subsequent to the term of this Contract, COUNTY shall have the right to inspect any and all such working papers, make copies thereof, and use the working papers and the information contained therein.

44.2 Notwithstanding any other provision of this Contract, COUNTY and CONTRACTOR agree that COUNTY shall have all ownership rights in software or modification thereof and associated documentation designed, developed or installed with Federal financial participation; additionally, the Federal Government shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal Government purposes, such software, modifications and documentation. Notwithstanding any other provision of this Contract, proprietary operating/vendor software packages (e.g., ADABAS or TOTAL) which are provided at established catalog or market prices and sold or leased to the general public shall not be subject to the ownership provisions of this Section. CONTRACTOR may retain possession of all working papers prepared by CONTRACTOR. During and subsequent to the term of this Contract, COUNTY shall have the right to inspect any and all such working papers, make copies thereof, and use the working papers and the information contained therein.

44.3 Any materials, data and information not developed under this Contract, which CONTRACTOR considers to be proprietary and confidential, shall be plainly and prominently marked by CONTRACTOR as "TRADE SECRET", "PROPRIETARY", or "CONFIDENTIAL".

44.4 COUNTY will use reasonable means to ensure that CONTRACTOR's proprietary and confidential materials, data and information are safeguarded and held in confidence. However, COUNTY will notify CONTRACTOR of any Public Records request for items described in Sub-section 44.3. COUNTY agrees not to reproduce or distribute such materials, data and information to non-COUNTY entities without the prior written permission of CONTRACTOR.

44.5 Notwithstanding any other provision of this Contract, COUNTY shall not be obligated in any way under Sub-section 44.4 for:

44.5.1 Any material, data and information not plainly and prominently marked with restrictive legends as set forth in Sub-section 44.3;

44.5.2 Any materials, data and information covered under Sub-section 44.2; and

- 44.5.3 Any disclosure of any materials, data and information which COUNTY is required to make under the California Public Records Act or otherwise by law.
- 44.6 CONTRACTOR shall protect the security of and keep confidential all materials, data and information received or produced under this Contract. Further, CONTRACTOR shall use whatever security measures are necessary to protect all such materials, data and information from loss or damage by any cause, including, but not limited to, fire and theft.
- 44.7 CONTRACTOR shall not disclose to any party any information identifying, characterizing or relating to any risk, threat, vulnerability, weakness or problem regarding data security in COUNTY's computer systems or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by COUNTY, without COUNTY's prior written consent.
- 44.8 The provisions of Sub-sections 44.5, 44.6, and 44.7 shall survive the expiration or termination of this Contract.

45.0 PUBLIC RECORDS ACT

- 45.1 Any documents submitted by CONTRACTOR, all information obtained in connection with the COUNTY's right to audit and inspect CONTRACTOR's documents, books, and accounting records pursuant to Part II, Section 47.0, Record Retention and Inspection/Audit Settlement, of this Contract, as well as those documents which were required to be submitted in response to the solicitation process for this Contract, become the exclusive property of the COUNTY. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The COUNTY shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order of court of competent jurisdiction.
- 45.2 In the event the COUNTY is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a bid or proposal marked "trade secret", "confidential", or "proprietary", the CONTRACTOR agrees to defend and indemnify the COUNTY from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

46.0 PUBLICITY

- 46.1 The CONTRACTOR shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the CONTRACTOR's need to identify its services and related clients to sustain itself, the

COUNTY shall not inhibit the CONTRACTOR from publishing its role under this Contract within the following conditions:

46.1.1 The CONTRACTOR shall develop all publicity material in a professional manner; and

46.1.2 During the term of this Contract, the CONTRACTOR shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the COUNTY without the prior written consent of the County's Project Director. The COUNTY shall not unreasonably withhold written consent.

46.2 The CONTRACTOR may, without the prior written consent of COUNTY, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this paragraph shall apply.

47.0 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

47.1 CONTRACTOR shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. CONTRACTOR shall also maintain accurate and complete employment and other records relating to its performance of this Contract.

47.2 CONTRACTOR agrees that the COUNTY, or its authorized representatives, the State of California, or its authorized representatives, or the Federal Government, or its authorized representatives, including, but not limited to, the U. S. Comptroller General, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All financial records, supporting documents, statistical records, and all other records pertinent to the award and performance of this Contract, including, but not limited to, all timecards and other employment records and confidential information, shall be kept and maintained by CONTRACTOR at a location in Los Angeles County and shall be made available to COUNTY, State or Federal authorities, during the term of this Contract and either for a period of five (5) years after the expiration of the term of this Contract or for a period of three (3) years from the date of the submission of the final expenditure report, whichever date is later. If before the expiration of that time period, any litigation, claim, financial management review, or audit is started, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. If such material is located outside of Los Angeles County, then, at COUNTY's sole option, CONTRACTOR shall pay COUNTY for travel per diem and other costs incurred by COUNTY in exercising its rights under this Section. CONTRACTOR shall maintain all records in accordance with California State records and retention regulations including the provisions of California Department of Social Services Manual, Section 23-353.

- 47.3 In the event that an audit of the CONTRACTOR is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the CONTRACTOR or otherwise, then the CONTRACTOR shall file a copy of such audit report with the COUNTY's Auditor-Controller within thirty (30) days of the CONTRACTOR's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the COUNTY shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 47.4 Failure on the part of the CONTRACTOR to comply with any of the provisions of this Section 47.0 shall constitute a material breach of this Contract upon which the COUNTY may terminate or suspend this Contract.
- 47.5 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the COUNTY conduct an audit of the CONTRACTOR regarding the work performed under this Contract, and if such audit finds that the COUNTY's dollar liability for any such work is less than payments made by the COUNTY to the CONTRACTOR, then the difference shall be either: a) repaid by the CONTRACTOR to the COUNTY by cash payment upon demand or b) at the sole option of the COUNTY's Auditor-Controller, deducted from any amounts due to the CONTRACTOR from the COUNTY, whether under this Contract or otherwise. If such audit finds that the COUNTY's dollar liability for such work is more than the payments made by the COUNTY to the CONTRACTOR, then the difference shall be paid to the CONTRACTOR by the COUNTY by cash payment, provided that in no event shall the COUNTY's maximum obligation for this Contract exceed the funds appropriated by the COUNTY for the purpose of this Contract.
- 47.6 In addition to the above, the CONTRACTOR agrees, should the COUNTY or its authorized representatives determine, in the COUNTY's sole discretion, that it is necessary or appropriate to review a broader scope of the CONTRACTOR's records (including, certain records related to non-COUNTY contracts) to enable the COUNTY to evaluate the CONTRACTOR's compliance with the COUNTY's Living Wage Program, that the CONTRACTOR shall promptly and without delay provide to the COUNTY, upon the written request of the COUNTY or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the COUNTY under this Contract, including without limitation, records relating to work performed by said employees on the CONTRACTOR's non-COUNTY contracts. The CONTRACTOR further acknowledges that the foregoing requirement in this subparagraph relative to CONTRACTOR's employees who have provided services to the COUNTY under this Contract is for the purpose of enabling the COUNTY in its discretion to verify the CONTRACTOR's full compliance with and adherence to California labor laws and the COUNTY's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and

proprietary data and information, shall be kept and maintained by the CONTRACTOR and shall be made available to the COUNTY during the term of this Contract and for a period of five (5) years thereafter.. All such materials and information shall be maintained by the CONTRACTOR at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the COUNTY's option, the CONTRACTOR shall pay the COUNTY for travel, per diem, and other costs incurred by the COUNTY to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

48.0 RECYCLED-CONTENT PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the COUNTY landfills, the CONTRACTOR agrees to use recycled-content paper to the maximum extent possible on this Contract.

49.0 SAFELY SURRENDERED BABY LAW

49.1 Contractor's Acknowledgement of COUNTY's Commitment to the Safely Surrendered Baby Law

The CONTRACTOR acknowledges that the COUNTY places a high priority on the implementation of the Safely Surrendered Baby Law. The CONTRACTOR understands that it is the COUNTY's policy to encourage all COUNTY Contractors to voluntarily post the COUNTY's "Safely Surrendered Baby Law" poster in a prominent position at the CONTRACTOR's place of business. The CONTRACTOR will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The COUNTY's Department of Children and Family Services will supply the CONTRACTOR with the poster to be used.

49.2 Notice to Employees Regarding the Safely Surrendered Baby Law

CONTRACTOR shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit B, Attachment H of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

50.0 SUBCONTRACTING

50.1 The requirements of this Contract may not be subcontracted by the CONTRACTOR **without the advance approval of the COUNTY**. Any attempt by the CONTRACTOR to subcontract without the prior consent of the COUNTY may be deemed a material breach of this Contract.

50.2 If the CONTRACTOR desires to subcontract, the CONTRACTOR shall provide the following information promptly at the COUNTY's request:

- 50.2.1 A description of the work to be performed by the Subcontractor;
 - 50.2.2 A draft copy of the proposed subcontract; and
 - 50.2.3 Other pertinent information and/or certifications requested by the COUNTY.
- 50.3 CONTRACTOR shall indemnify and hold the COUNTY harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were CONTRACTOR employees.
 - 50.4 CONTRACTOR shall remain fully responsible for all performances required of it under this Contract, including those that the CONTRACTOR has determined to subcontract, notwithstanding the COUNTY's approval of the CONTRACTOR's proposed subcontract.
 - 50.5 COUNTY's consent to subcontract shall not waive the COUNTY's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The CONTRACTOR is responsible to notify its Subcontractors of this COUNTY right.
 - 50.6 COUNTY's Program Manager is authorized to act for and on behalf of the COUNTY with respect to approval of any subcontract and Subcontractor employees.
 - 50.7 CONTRACTOR shall obtain the following from each Subcontractor before any Subcontractor employee may perform any work under any subcontract to this Contract. CONTRACTOR shall maintain and make available upon request of Program Manager all the following documents:
 - 50.7.1 An executed Exhibit B, Attachment C, "CONTRACTOR's Employee Acknowledgment and Confidentiality Agreement", executed by each Subcontractor and each of Subcontractor's employees approved to perform work hereunder.
 - 50.7.2 Certificates of Insurance which establish that the Subcontractor maintains all the programs of insurance required by Part I, Section 5.2, Insurance Coverage Requirements, of this Contract, and
 - 50.7.3 The Tax Identification Number of the subcontracting agency to be placed on the signature page of the subcontract. This Tax Identification Number shall not be identical to the CONTRACTOR's Tax Identification Number.
 - 50.8 CONTRACTOR shall provide Program Manager with copies of all executed subcontracts after Program Manager's approval.
 - 50.9 No subcontract shall alter in any way any legal responsibility of CONTRACTOR to COUNTY. CONTRACTOR shall remain responsible for any and all performance required of it under this Contract, including, but not limited to, the

obligation to properly supervise, coordinate, and perform all work required hereunder.

50.10 Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person or entity shall acquire any rights as a third party beneficiary of this Contract.

50.11 CONTRACTOR shall be solely liable and accountable for any and all payments and other compensation to all Subcontractor's engaged hereunder and their officers, employees, and agents. COUNTY shall have no liability or responsibility whatsoever for any payment or other compensation for any Subcontractors or their officers, employees, and agents.

51.0 TERMINATION FOR CONTRACTOR'S DEFAULT

51.1 COUNTY may, by written notice to the CONTRACTOR, terminate the whole or any part of this Contract, if, in the judgment of COUNTY's Program Manager:

51.1.1 CONTRACTOR has materially breached this Contract;

51.1.2 CONTRACTOR fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or

51.1.3 CONTRACTOR fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the COUNTY may authorize in writing) after receipt of written notice from the COUNTY specifying such failure.

51.2 In the event COUNTY terminates this Contract in whole or in part as provided in Sub-section 51.1, the COUNTY may procure, upon such terms and in such manner, as COUNTY may deem appropriate, services similar to those so terminated. CONTRACTOR shall be liable to the COUNTY for any and all excess cost incurred by the COUNTY, as determined by the COUNTY, for such similar goods and services. The CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this Section 51.0.

51.3 Except with respect to defaults of any Subcontractor, the CONTRACTOR shall not be liable for any such excess costs of the type identified in Sub-section 51.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the CONTRACTOR. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the COUNTY in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the CONTRACTOR. If the failure to perform is caused by

the default of a Subcontractor, and if such default arises out of causes beyond the control of both the CONTRACTOR and Subcontractor, and without the fault or negligence of either of them, the CONTRACTOR shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the required performance schedule. As used in this Sub-section 51.3, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

51.4 If, after the COUNTY has given notice of termination under the provisions of this Section 51.0, it is determined by the COUNTY that the CONTRACTOR was not in default under the provisions of this Section 51.0 or that the default was excusable under the provisions of Sub-section 51.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Part II, Section 52.0, Termination for Convenience.

51.5 In the event the COUNTY terminates this Contract in its entirety due to the CONTRACTOR's default as provided in Sub-section 51.1, the CONTRACTOR and the COUNTY agree that the COUNTY will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the COUNTY's costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the CONTRACTOR and the COUNTY agree that the COUNTY shall, at its sole option and in lieu of the provisions of Sub-section 51.2, be entitled to liquidated damages from the CONTRACTOR, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars (\$5,000) or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the COUNTY for such actual damages. This amount of liquidated damages shall be either paid by the CONTRACTOR to the COUNTY by cash payment upon demand or, at the sole discretion of COUNTY, or designee, deducted from any amounts due to the CONTRACTOR by the COUNTY, whether under this Contract or otherwise.

51.5.1 These liquidated damages shall be in addition to any credits, which the COUNTY is otherwise entitled to under this Contract, and the CONTRACTOR's payment of these liquidated damages shall not in any way change, or affect the provisions of Part II, Section 33.0, Indemnification.

51.6 The rights and remedies of the COUNTY provided in this Section 51.0 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

52.0 TERMINATION FOR CONVENIENCE

52.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the COUNTY, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to CONTRACTOR specifying the extent to which performance of

work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) Days after the notice is sent.

52.2 After receipt of a Notice of Termination and except as otherwise directed by COUNTY, the CONTRACTOR shall:

52.2.1 Stop work under this Contract on the date and to the extent specified in such notice, and

52.2.2 Complete performances of such part of the work as shall not have been terminated by such notice.

52.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the CONTRACTOR under this Contract shall be maintained by the CONTRACTOR in accordance with Part II, Section 47.0, Record Retention and Inspection/Audit Settlement.

53.0 TERMINATION FOR IMPROPER CONSIDERATION

53.1 COUNTY may, by written notice to CONTRACTOR, immediately terminate the right of CONTRACTOR to proceed under this Contract if it is found that consideration, in any form, was offered or given by CONTRACTOR, either directly or through an intermediary, to any COUNTY officer, employee or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment or extension of this Contract or the making of any determinations with respect to the CONTRACTOR's performance pursuant to this Contract. In the event of such termination, the COUNTY shall be entitled to pursue the same remedies against CONTRACTOR as it could pursue in the event of default by the CONTRACTOR.

53.2 CONTRACTOR shall immediately report any attempt by a COUNTY officer or employee to solicit such improper consideration. The report shall be made either to the COUNTY manager charged with the supervision of the employee or to the COUNTY Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

53.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

54.0 TERMINATION FOR INSOLVENCY

54.1 COUNTY may terminate this Contract forthwith in the event of the occurrence of any of the following:

54.1.1 Insolvency of the CONTRACTOR. The CONTRACTOR shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) Days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal

Bankruptcy Code and whether or not the CONTRACTOR is insolvent within the meaning of the Federal Bankruptcy Code;

54.1.2 The filing of a voluntary or involuntary petition regarding the CONTRACTOR under the Federal Bankruptcy Code;

54.1.3 The appointment of a Receiver or Trustee for the CONTRACTOR; or

54.1.4 The execution by the CONTRACTOR of a general assignment for the benefit of creditors.

54.2 The rights and remedies of the COUNTY provided in this Section 54.0 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

55.0 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

CONTRACTOR and each COUNTY lobbyist or COUNTY lobbying firm, as defined in County Code Section 2.160.010, retained by CONTRACTOR, shall fully comply with the COUNTY's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of CONTRACTOR or any COUNTY lobbyist or COUNTY lobbying firm retained by the CONTRACTOR to fully comply with the COUNTY's Lobbyist Ordinance shall constitute a material breach of this Contract upon which COUNTY may, in its sole discretion, immediately terminate or suspend this Contract.

56.0 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the COUNTY shall not be obligated for the CONTRACTOR's performance hereunder or by any provision of this Contract during any of the COUNTY's future fiscal years unless and until the COUNTY's Board of Supervisors appropriates funds for this Contract in the COUNTY's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The COUNTY shall notify the CONTRACTOR in writing of any such non-allocation of funds at the earliest possible date.

57.0 USE OF FUNDS

All uses of funds paid to CONTRACTOR and other financial transactions related to CONTRACTOR's provision of services under this Contract are subject to review and/or audit by DCFS, COUNTY's Auditor-Controller or its designee, and the State of California. In the event this Contract is subject to audit exceptions, CONTRACTOR shall pay to COUNTY the full amount of CONTRACTOR's liability for such audit exceptions, as determined by DCFS, upon demand by COUNTY.

58.0 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

59.0 WAIVER

No waiver by the COUNTY of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the COUNTY to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Section 59.0 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

60.0 WARRANTY AGAINST CONTINGENT FEES

- 60.1 CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONTRACTOR for the purpose of securing business.
- 60.2 For breach of this warranty, the COUNTY shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Contract to be subscribed by its Chair/Mayor and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and CONTRACTOR has caused this Contract to be subscribed in its behalf by its duly authorized officer as of the day, month and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By _____
Mayor, Los Angeles County

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of the
Los Angeles County
Board of Supervisors

By _____

CONTRACTOR

By _____

Name _____

Title _____

By _____

Name _____

Title _____

Tax Identification Number

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
RAYMOND G. FORTNER, JR., County Counsel

BY _____
Kathy Bramwell, Senior Deputy County Counsel

PART G – PROTEST POLICY TRANSMITTAL FORMS

TRANSMITTAL FORM TO REQUEST AN IFB SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document***

Bidder Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Bidder asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Bidder must explain in detail the factual reasons for the requested review.
(Attach additional pages and supporting documentation as necessary.)

Request submitted by:

(Name) (Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Bidder: _____

TRANSMITTAL FORM TO REQUEST A DISQUALIFICATION REVIEW

*A Request for a Disqualification Review must be received by the County
by the date specified in the Non-Responsive Letter*

Vendor Name:	Date of Request:
Project Title:	Project No.

As stated in the Disqualification Letter, I am requesting a Disqualification Review. I understand that this request must be received by the County by the **date specified in the Non-Responsive Letter**.

I have attached my detailed letter and all necessary documentation in response to each non-responsive issue that was stated in the Disqualification Letter.

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Request Due: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Vendor: _____

TRANSMITTAL FORM TO REQUEST AN IFB PROPOSED CONTRACTOR SELECTION REVIEW

A Request for a Proposed Contractor Selection Review must be received by the County within five business days of the Debriefing Meeting

Vendor Name:	Date of Request:
Project Title:	Project No.

I am requesting a **Proposed Contractor Selection Review** based on the assertions shown below. I understand that this request must be received by the County within **five business days** of the Debriefing Meeting.

My response should have been determined to be the highest-scored proposal because of one or more of the following reason(s):

- ☐ Department materially failed to follow procedures specified in its solicitation document
- ☐ Department made identifiable mathematical or other errors in evaluating proposals
- ☐ A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation
- ☐ Another basis for review as provided by state or federal law, explain below:

Vendor must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date of Debriefing Meeting: _____

Reviewed by: _____

Results of Review - Comments: _____

Date Response sent to Vendor: _____

TRANSMITTAL FORM TO REQUEST A COUNTY REVIEW PANEL

A Request for a County Review Panel must be received by the County by the date specified in the Proposed Contractor Selection Review Letter

Vendor Name:	Date of Request:
Project Title:	Project No.

As stated in the Proposed Contractor Selection Review Letter, I am requesting a County Review Panel. I understand that this request must be received by the County by the **date specified in the Proposed Contractor Selection Review Letter**.

I further understand that **only the items listed** in the attached letter will be considered at the County Review Panel Meeting. I have included all documents and other material needed to support the assertions.

Please check one:

- ☐ I will have legal counsel at the County Review Panel Meeting
- ☐ I will *not* have legal counsel at the County Review Panel Meeting

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Request Due: _____

Reviewed by: _____

Date request submitted to the CAO to convene a Panel: _____

Date of County Review Panel Meeting: _____

Date report due from Panel: _____

Date report sent by Department to Vendor: _____

Results of Panel Report: ☐ Protest Denied ☐ Protest Valid

Comments: _____

PART H - ATTACHMENTS

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT FORM**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data, information, and records pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles.

The County has a legal obligation to protect all data, information, and records made confidential by any federal, state and/or local laws or regulations (hereinafter referred to collectively as "CONFIDENTIAL DATA, INFORMATION, AND RECORDS") in its possession, especially juvenile, health, mental health, education, criminal, and welfare recipient records. (See e.g. 42 USC 5106a; 42 USC 290dd-2; 42 CFR 2.1 et seq.; Welfare & Institutions Code sections 827, 4514, 5238, and 10850; Penal Code sections 1203.05 and 11167 et seq.; Health & Safety Code sections 120975, 123110 et seq. and 123125; Civil Code section 56 et seq.; Education Code sections 49062 and 49073 et seq.; California Rules of Court, rule 1423; and California Department of Social Services Manual of Policies and Procedures, Division 19)

I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such CONFIDENTIAL DATA, INFORMATION, AND RECORDS. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree to protect all CONFIDENTIAL DATA, INFORMATION, AND RECORDS learned or obtained by me, in any manner or form, while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. Further, I hereby agree that I will not discuss, disclose, or disseminate, in any manner or form, such CONFIDENTIAL DATA, INFORMATION, AND RECORDS which I learned or obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles to any person not specifically authorized by law or by order of the appropriate court. I agree to forward all requests for the release of any CONFIDENTIAL DATA, INFORMATION, AND RECORDS received by me to my immediate supervisor.

I understand that I may not discuss, disclose, or disseminate anything to anyone not specifically authorized by law or by order of the appropriate court which could potentially identify an individual who is the subject of or referenced to in any way in any CONFIDENTIAL DATA, INFORMATION, AND RECORDS.

I further agree to keep confidential all CONFIDENTIAL DATA, INFORMATION, AND RECORDS pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I further agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all CONFIDENTIAL DATA, INFORMATION, AND RECORDS to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

I understand and acknowledge that the unauthorized discussion, disclosure, or dissemination, in any manner or form, of CONFIDENTIAL DATA, INFORMATION, AND RECORDS may subject me to civil and/or criminal penalties.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

**CONTRACT FOR CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT,
CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data, information, and records pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles.

The County has a legal obligation to protect all data, information, and records made confidential by any federal, state and/or local laws or regulations (hereinafter referred to collectively as "CONFIDENTIAL DATA, INFORMATION, AND RECORDS") in its possession, especially juvenile, health, mental health, education, criminal, and welfare recipient records. (See e.g. 42 USC 5106a; 42 USC 290dd-2; 42 CFR 2.1 et seq.; Welfare & Institutions Code sections 827, 4514, 5238, and 10850; Penal Code sections 1203.05 and 11167 et seq.; Health & Safety Code sections 120975, 123110 et seq. and 123125; Civil Code section 56 et seq.; Education Code sections 49062 and 49073 et seq.; California Rules of Court, rule 1423; and California Department of Social Services Manual of Policies and Procedures, Division 19)

I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such CONFIDENTIAL DATA, INFORMATION, AND RECORDS. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree to protect all CONFIDENTIAL DATA, INFORMATION, AND RECORDS learned or obtained by me, in any manner or form, while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. Further, I hereby agree that I will not discuss, disclose, or disseminate, in any manner or form, such CONFIDENTIAL DATA, INFORMATION, AND RECORDS which I learned or obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles to any person not specifically authorized by law or by order of the appropriate court. I agree to forward all requests for the release of any CONFIDENTIAL DATA, INFORMATION, AND RECORDS received by me to the above-referenced Contractor.

I understand that I may not discuss, disclose, or disseminate anything to anyone not specifically authorized by law or by order of the appropriate court which could potentially identify an individual who is the subject of or referenced to in any way in any CONFIDENTIAL DATA, INFORMATION, AND RECORDS.

I further agree to keep confidential all CONFIDENTIAL DATA, INFORMATION, AND RECORDS pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I further agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all CONFIDENTIAL DATA, INFORMATION, AND RECORDS to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

I understand and acknowledge that the unauthorized discussion, disclosure, or dissemination, in any manner or form, of CONFIDENTIAL DATA, INFORMATION, AND RECORDS may subject me to civil and/or criminal penalties.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

**AUDITOR-CONTROLLER CONTRACT ACCOUNTING
AND ADMINISTRATION HANDBOOK**

The following handbook is designed for inclusion in most contracts for services entered into by County departments. The purpose of the handbook is to establish accounting, internal control, financial reporting, and contract administration standards for organizations (contractors) who contract with the County.

AUDITOR-CONTROLLER CONTRACT ACCOUNTING AND ADMINISTRATION HANDBOOK

The purpose of this Handbook is to establish required accounting, financial reporting, and internal control standards for entities (contractor), which contract with the Los Angeles County.

The accounting, financial reporting and internal control standards described in this Handbook are fundamental. These standards are not intended to be all-inclusive or replace acceptable existing procedures or preclude the use of more sophisticated methods. Instead, this Handbook represents the minimum required procedures and controls that must be incorporated into a CONTRACTOR's accounting and financial reporting systems. The internal control standards described are those that apply to organizations with adequate staffing. Organizations with a smaller staff must attempt to comply with the intent of the standards and implement internal control systems appropriate to the size of their staff/organization. The CONTRACTOR's subcontractors must also follow these standards unless otherwise stated in the Agreement.

A. ACCOUNTING AND FINANCIAL REPORTING

1.0 Basis of Accounting

Contractors may elect to use either the cash basis or accrual basis method of accounting for recording financial transactions. Monthly invoices must be prepared on the same basis that is used for recording financial transactions.

1.1 The County recommends the use of the accrual basis for recording financial transactions.

Accrual Basis

Under the accrual basis, revenues are recorded in the accounting period in which they are earned (rather than when cash is received). Expenditures are recorded in the accounting period in which they are incurred (rather than when cash is disbursed).

Accruals

Accruals shall be recorded observing the following:

- ◆ Only accruals where cash will be disbursed within six months of the accrual date should be recorded.
- ◆ Recorded accruals must be reversed in the subsequent accounting period.

1.2 If an agent elects to use the cash basis for recording financial transactions during the year:

- ◆ Necessary adjustments must be made to record the accruals at the beginning and the end of the contract.
- ◆ All computations, supporting records, and explanatory notes used in converting from cash basis to the accrual basis must be retained.

1.3 Prepaid Expenses

Prepaid expenses (e.g., insurance, service agreements, lease agreements, etc.) should only be expensed during a given Agreement year to the extent goods and services are received during that Agreement year.

2.0 Accounting System

Each agent shall maintain a double entry accounting system (utilizing debits and credits) with a General Journal, a Cash Receipts Journal, a General Ledger, and a Cash Disbursements Journal. The County recommends that a Payroll Register also be maintained. Postings to the General Ledger and Journals should be made on a monthly basis.

2.1 General Journal

A General Journal shall be maintained for recording adjusting entries, reversing entries, closing entries, and other financial transactions not normally recorded in the Cash Receipts Journal or Cash Disbursements Journal. Entries in the General Journal must be adequately documented, and entered in chronological order with sufficient explanatory notations.

Example:	DR	CR
Rent Expense	100	
Rent Payable		100

To record accrued rent to March 31, 20XX

2.2 Cash Receipts Journal

A Cash Receipts Journal shall be maintained for recording all cash receipts (e.g., County warrants, contributions, interest income, etc.). The Cash Receipts Journal shall contain (minimum requirements) the following column headings:

- date
- receipt number
- cash debit columns

- income credit columns for the following accounts:
 - County payments (one per funding source)
 - Contributions
 - Other Income (Grants, sales of supplies/services, rental income, miscellaneous revenue, fees, etc.)
- Description (Entries in the description column must specify the source of cash receipts.)

2.3 Cash Disbursements Journal

A Cash Disbursements Journal shall be maintained for recording all cash disbursements (e.g., rent, utilities, maintenance, etc.)

The Cash Disbursements Journal shall contain (minimum requirements) the following column headings:

- ☐ date
- ☐ check number
- ☐ cash (credit) column
- ☐ expense account name
- ☐ description

Note (1) Separate expense columns are recommended for salary expense and other recurring expense classifications for each program.

Note (2) Entries in the description column must specify the nature of the expense and the corresponding expense classification if not included in the column heading.

Note (3) Checks should not be written to employees (other than payroll, mileage, travel, and petty cash custodian checks.)

A Check Register may be substituted for the Cash Disbursements Journal, but this is not recommended. If used, the Check Register must contain the same expense classifications and description information required when a Cash Disbursements Journal is used.

Disbursements without supporting documentation will be disallowed on audit. Cancelled checks and credit card statements (VISA, AMEX, department store, etc.) will not constitute acceptable support. (See Section A.3.2 and B.2.4) for additional guidance.

2.4 General Ledger

A General Ledger shall be maintained with accounts for all assets, liabilities, fund balances, expenditures, and revenues. Separate accounts must be maintained for each County program's expenses and revenues.

2.5 Chart of Accounts

A Chart of Accounts shall be maintained:

- ☐ The County recommends that agents use the expense account titles on the monthly invoice submitted to the County.
- ☐ If the contractor uses account titles which differ from the account titles on the monthly invoice, each account title must clearly identify the nature of the transaction(s) posted to the account.
- ☐ Contractor must consistently post transactions that are of a similar nature to the same account. For example, all expenses for travel shall be posted to the account titled "travel" or "travel expense" and not intermixed with other expense accounts.

2.6 Payroll Register

The County recommends that a Payroll Register be maintained for recording all payroll transactions. The Register should contain the following:

- ☐ Name
- ☐ Position
- ☐ Social Security Number
- ☐ Salary (hourly wage)
- ☐ Payment Record including:
 - ☐ accrual period
 - ☐ gross pay
 - ☐ itemized payroll deductions
 - ☐ net pay amount
 - ☐ check number

If a Payroll Register is not used, the information in (2.6) must be recorded in the cash disbursement journal.

CONTRACTOR will ensure compliance with all applicable federal and State requirements for withholding payroll taxes (FIT, FICA, FUTA, SIT, SIU, etc.), reporting, filing (941, DE-7, W-2, W-4 and 1099s), and all applicable tax deposits.

Contractor will ensure compliance with Internal Revenue Service guidelines in properly classifying employees and independent contractors.

2.7 Contractor Invoices

Each agent shall present an invoice to the County each calendar month to report the financial activity of the month. In addition, if advanced

funding is involved, an invoice shall be presented at the beginning of the contract period. Invoices shall be prepared in the manner prescribed by the County's contracting department.

3.0 Records

Adequate care shall be exercised to safeguard the accounting records and supporting documentation. Any destruction or theft of the CONTRACTOR's accounting records or supporting documentation shall be immediately reported to the County.

3.1 Retention

All accounting records (e.g., journals, ledgers, etc.), financial records and supporting documentation (e.g., invoices, receipts, checks, etc.) must be retained for a minimum of five years after the termination of the CONTRACTOR's agreement.

3.2 Supporting Documentation

All revenues and expenditures shall be supported by original vouchers, invoices, receipts, or other documentation and shall be maintained in the manner described herein.

Invoices, receipts and canceled checks will be required to support an outlay of funds. Unsupported disbursements will be disallowed on audit. CONTRACTOR will be required to repay COUNTY for all disallowed costs. **Photocopied invoices or receipts, any internally generated documents (i.e., vouchers, request for check forms, requisitions, canceled checks, etc.), and account statements do not constitute supporting documentation for purchases.**

Supporting documentation is required for various types of expenditures as follows:

Payroll – time and attendance records signed by the employee and approved in writing by the supervisor, time distribution records by program accounting for total work time on a daily basis for all employees, records showing actual expenditures for Social Security and unemployment insurance, State and federal quarterly tax returns, federal W-2 forms, and federal W-4 forms.

Consultant Services – contracts, time and attendance records, billing rates, travel vouchers detailing purpose, time and location of travel, purchase orders and invoices for supplies and invoices or other supporting documentation detailing the nature of services provided.

Travel – travel policies of the CONTRACTOR (written); travel expense vouchers showing location, date and time of travel, purpose of trip, and rates claimed; vehicle mileage logs showing dates, destination and headquarters, purpose of trip, and mileage. Travel related to conferences should include conference literature detailing purpose of the conference. Reimbursement rates for mileage shall not exceed applicable federal guidelines.

Reimbursement for actual receipts or per diem rates for meal expenses shall not exceed the maximum County's reimbursement rate for employees.

Receipts shall be required for lodging for approved out-of-town travel dates. Maximum reimbursable lodging amount is the maximum COUNTY reimbursement rate for employees for a single occupancy hotel accommodation.

Operating Expenses (e.g., utilities, office supplies, equipment rentals, etc.) – bona fide contracts or lease agreements, if any, and invoices and receipts detailing the cost and items purchased will constitute the primary supporting documentation. For internal control purposes, the CONTRACTOR may maintain vouchers, purchase orders, requisitions, stock received reports, bills of lading, etc.

Outside Meals - receipts and/or invoices for all meals, a record of the nature and purpose of each meal, and identification of the participants.

3.3 Payments to Affiliated Organizations or Persons

CONTRACTOR shall not make payments to affiliated organizations or persons for program expenses (e.g., salaries, services, rent, etc.) that exceed the lower of actual cost or the reasonable cost for such expenses. A reasonable cost shall be the price that would be paid by one party to another when the parties are dealing at arm's length (fair market price).

Organizations or persons (related parties) related to the CONTRACTOR or its members by blood, marriage, or through legal organization (corporation, partnership, association, etc.) will be considered affiliated for purposes of this Agreement. County shall be solely responsible for the determination of affiliation unless otherwise allowed and approved by the State or federal agencies.

Payments to affiliated organizations or persons will be disallowed on audit to the extent the payments exceed the lower of actual costs or the reasonable costs for such items.

3.4 Filing

All relevant supporting documentation for reported program expenditures and revenues shall be filed in a systematic and consistent manner. It is recommended that supporting documents be filed as follows:

- checks – numerically
- invoices – vendor name and date
- vouchers – numerically
- receipts – chronologically
- timecards – pay period and alphabetically

3.5 Referencing

Accounting transactions posted to the CONTRACTOR's books shall be appropriately cross-referenced to supporting documentation. It is recommended that expenditure transactions on the CONTRACTOR's books be cross-referenced to the supporting documentation as follows:

- □ invoices – vender name and date
- □ checks – number
- □ vouchers –number
- □ revenue – receipt number

Supporting documentation for non-payroll expenditures (i.e., operating expenditures) should be cross-referenced to the corresponding check issued for payment. If multiple invoices are paid with one check, all related invoices should be bound together and cross-referenced to the check issued for payment.

4.0 Donations and Other Sources of Revenue

Restricted donations and other sources of revenue earmarked specifically for the Contract must be utilized on allowable contract expenditures.

5.0 Audits

The agent will make available for inspection and audit to County representatives, upon request, during working hours, during the duration of the contract and for a period of five years thereafter, all of its books and records relating to the operation by it of each project or business activity which is funded in whole or part with governmental monies, whether or not such monies are received through the County. All such books and records shall be maintained at a location within Los Angeles County.

6.0 Single Audit Requirements

OMB Circular 133, "Audits of State, Local Governments and Non Profit Organizations" requires that certain organizations receiving federal awards,

including pass-through awards, have annual audits. Details are contained in the respective Circular.

A copy of any Single Audit reports must be filed with the County within the timeframes prescribed by the applicable Circular.

7.0 Subcontracts

No CONTRACTOR shall subcontract services without the prior written consent of the County.

CONTRACTOR shall provide County with copies of all executed subcontracts and shall be responsible for the performance of their subcontractors.

B. INTERNAL CONTROLS

Internal controls safeguard the CONTRACTOR's assets from misappropriations, misstatements or misuse. Each CONTRACTOR shall prepare necessary written procedures establishing internal controls for its personnel. The CONTRACTOR shall instruct all of its personnel in these procedures and continuously monitor operations to ensure compliance with them.

1.0 Cash Receipts

1.1 Separate Fund or Cost Center

All contract revenues shall be maintained in a bank account. If revenues from other sources are maintained in the same bank account, revenues for each source must be clearly identifiable on the accounting records through the use of cost centers or separate accounts.

1.2 Deposits

All checks shall be restrictively endorsed upon receipt.

Cash received shall be recorded on pre-numbered receipts. Checks shall be recorded on a check remittance log at the time of receipt.

Cash receipts (i.e., cash and checks) totaling \$500 or more shall be deposited within one day of receipt. Collections of less than \$500 may be held and secured and deposited weekly or when the total reaches \$500, whichever occurs first.

Duplicate deposit slips shall be retained and filed chronologically, and shall contain sufficient reference information for comparison to the Cash Receipts Journal (and individual receipts, if applicable).

1.3 Separation of Duties

An employee who does not handle cash shall record all cash receipts.

1.4 Bank Reconciliation

Bank statements should be received and reconciled by someone with no cash handling, check writing, or bookkeeping functions.

Monthly bank reconciliation should be prepared within 30 days of the bank statement date and reviewed by management for appropriateness and accuracy. The bank reconciliation should be signed by both the preparer and the reviewer. Reconciling items should be resolved timely.

2.0 Disbursements

2.1 General

All disbursements for expenditures, other than petty cash, shall be made by check.

Blank check stock shall be secured and accounted for to preclude unauthorized use.

Checks shall not be payable to "cash" or signed in advance. Checks written to employees for reimbursement of out-of-pocket costs must be supported by receipts and invoices.

A second signature shall be required on all checks, unless otherwise specified in contract.

If the bookkeeper signs checks, a second signature shall be required on the checks, regardless of limits specified in contract.

Voided checks shall be marked void with the signature block cut out. The voided checks must be filed with the cancelled checks.

Unclaimed or undelivered checks shall be cancelled periodically.

All supporting documentation shall be referenced to check numbers and marked "paid" or otherwise canceled to prevent reuse or duplicate payments.

Disbursements without adequate supporting documentation will be disallowed on audit.

2.2 Approvals and Separation of Duties

Employees responsible for approving cash disbursements and/or signing of checks shall examine all supporting documentation at the time the checks are approved and signed.

All disbursements, excluding petty cash purchases, shall be approved by persons independent of check preparation and bookkeeping activities.

2.3 Petty Cash

A petty cash fund up to \$500 may be maintained for payment of small incidental expenses incurred by the CONTRACTOR (e.g., postage due, small purchases of office supply items, etc.). The CONTRACTOR must obtain written approval from the County to establish a petty cash fund greater than \$500.

Petty cash disbursements must be supported by invoices, store receipts or other external authenticating documents indicating the item purchased and the employee making the purchase. In the event that outside (external) supporting documentation is not obtainable for minor disbursements (under \$10), such as parking meters, etc., then documentation shall be considered as proper supporting documentation on a basis of reasonableness. Petty cash disbursements should not be used as a substitute for normal purchasing and disbursement practices i.e., payment by check).

The petty cash fund shall be maintained on an imprest basis. A check should be drawn to set up the fund and to make periodic reimbursements. Receipts, vouchers, etc., supporting each fund replenishment must be bound together, filed chronologically and cross referenced to the reimbursement check.

2.4 Credit Cards

The use of credit cards, both CONTRACTOR issued credit cards and an employee's personal credit cards used on behalf of the CONTRACTOR, should be limited to purchases where normal purchasing and disbursement practices are not suitable.

Credit cards issued in the CONTRACTOR's name must be adequately protected and usage monitored to ensure that only authorized and necessary items are purchased.

Credit card purchases should be pre-approved by CONTRACTOR management to ensure that they are reasonable and necessary.

All credit card disbursements must be supported by original invoices, store receipts or other external authenticating documents indicating the item purchased and the employee making the purchase. Credit card statements are not sufficient support for credit card purchases.

3.0 Timekeeping

3.1 Timecards

Timecards or time reports must be prepared for each pay period. Timecards or time reports must indicate total hours worked each day by program and total hours charged to each of the CONTRACTOR's programs. Time estimates do not qualify as support for payroll expenditures and will be disallowed on audit.

All timecards and time reports must be signed in ink by the employee and the employee's supervisor to certify the accuracy of the reported time.

3.2 Personnel and Payroll Records

Adequate security must be maintained over personnel and payroll records with access restricted to authorized individuals.

Personnel and payroll records should include (but not be limited to) the following:

- Employee's authorized salary rate
- Employee information sheet
- Resume and/or application
- Proof of qualifications for the position, if required (e.g., notarized copy or original diploma, license, etc.)
- Performance evaluations
- Criminal record clearance
- Citizenship Status
- Benefit balances (e.g., sick time, vacation, etc.)

Benefit Balances

Employee benefit balances (e.g., sick time, vacation, personal time, etc.) should be maintained on at least a monthly basis. Benefit balances should be increased when benefit hours are earned and decreased as hours are used.

Limitations on Positions and Salaries

The CONTRACTOR shall pay no salaries higher than those authorized in the contract, or the attachments thereto, except as proscribed by state or federal law.

If an employee serves in the same or dual capacities under more than one Agreement or program, the employee may not charge more than 100% of their time to the contracts or programs taken as a whole.

Salaried employees who work less than 40 hours per week shall be paid a salary that corresponds with the employee's work schedule.

The salary expense of salaried employees working on more than one Agreement or program shall be allocated to each program based on the ratio of the number of hours worked on each program during the pay period to the total number hours worked during the pay period.

The CONTRACTOR will make no retroactive salary adjustment for any employee without written approval from the County.

Separation of Duties

Payroll checks should be distributed by persons not involved in timekeeping, preparing of payroll, or reconciling bank accounts.

All employee hires and terminations, or pay rate changes, shall be approved by authorized persons independent of payroll functions.

All employee hires and terminations, or pay rate changes shall be approved in writing by authorized persons independent of payroll functions.

4.0 Fixed Assets

A fixed asset is defined as an article of nonexpendable tangible personal property having a useful life of more than two years. The County recommends all fixed assets with an acquisition cost of \$1,000 or more per unit be capitalized.

Acquisition cost means the net invoice unit price of an item, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired.

4.1 Acquisition

Fixed asset purchases shall be approved by the Agency's Board of Directors or their authorized representative.

4.2 Identification and Inventory

All fixed assets purchased with Contract funds are to be used solely for the benefit of the Contract and should be appropriately tagged.

Each CONTRACTOR shall maintain a current listing of fixed assets, including the item description, serial number, date of purchase, acquisition cost and sources of funding.

An inventory of all fixed assets should be conducted at least once each year to ensure that all fixed assets are accounted for and maintained in proper working order.

4.3 Security

Physical security should be adequately maintained over fixed assets to prevent misuse and theft of County property.

4.4 Property Management

The CONTRACTOR shall assume responsibility and accountability for the maintenance of all non-expandable property purchased, leased, or rented with Contract funds.

The CONTRACTOR shall report promptly, in writing, to the County all cases of theft, loss, damage, or destruction of fixed assets. The report shall contain at a minimum, item identification, recorded value, facts relating to loss, and a copy of the law enforcement report.

CONTRACTOR shall dispose of or return to the County all fixed assets, in accordance with their Contract.

- 5.0 Bonding – All officers, employees, and agents who handle cash or have access to the agent's funds shall be bonded.

C. COST PRINCIPLES

1.0 Policy

It is the intent of the COUNTY to provide funds for the purpose of CONTRACTOR providing services required by the Agreement. CONTRACTOR shall use these funds on actual expenses in an economical and efficient manner and ensure they are reasonable, proper and necessary costs of providing services and are allowable in accordance with the applicable OMB Circular.

1.1. Limitations on Expenditures of Program Funds

CONTRACTOR shall comply with the Agreement and the applicable OMB Circular. The Circular defines direct and indirect costs, discusses allowable cost allocation procedures and the development of Indirect Cost Rates, and specifically addresses the allowability of a variety of different costs.

If a CONTRACTOR is unsure of the allowability of any particular type of cost or individual cost, the CONTRACTOR should request advance written approval from the County prior to incurring the cost.

1.2 Expenses Incurred Outside the Agreement Period

Expenses charged against program funds may not be incurred prior to the effective date of the Agreement or subsequent to the Agreement termination date.

1.3 Budget Limitation

Expenses may not exceed the maximum limits shown on the contract budget.

1.4 Unspent Funds

The County will determine the disposition of unspent program funds upon termination of the contract.

1.5 Necessary, Proper and Reasonable

Only those expenditures that are necessary, proper and reasonable to carry out the purposes and activities of the Program are allowable.

2.0 Allocation of Cost Pools

For CONTRACTORS that provide services in addition to the services required under contract, the CONTRACTOR shall allocate expenditures that benefit programs or funding sources on an equitable basis.

In accordance with the applicable OMB Circular, agencies shall define their allocable costs as either direct or indirect costs (as defined below) and allocate each cost using the basis most appropriate and feasible.

The CONTRACTOR shall maintain documentation related to the allocation of expenses (e.g., timecards, time summaries, square footage measurements, number of employees, etc.).

Under no circumstances shall allocated costs be charged to an extent greater than 100% of actual costs or the same cost be charged both directly and indirectly.

2.1 Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective (i.e., a particular program, service, or other direct activity of an organization). Examples of direct costs include salaries and benefits of employees working on the program, supplies and other items purchased specifically for the program, costs related to space used by employees working on the program, etc.

For all employees, other than general and administrative, the hours spent on each program (activity) should be recorded on employees'

timecards and the payroll expense should be treated as direct charges and distributed on the basis of recorded hours spent on each program.

Joint costs (i.e., costs that benefit more than one program or activity) which can be distributed in reasonable proportion to the benefits received may also be direct costs.

Examples of bases for allocating joint costs as direct costs:

- Number of direct hours spent on each program
- Number of employees in each program
- Square footage occupied by each program
- Other equitable methods of allocation

2.2 Indirect Costs

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Examples of indirect costs include salaries, employee benefits, supplies, and other costs related to general administration of the organization, depreciation and use allowances, and the salaries and expenses of executive officers, personnel administration, and accounting.

Examples of bases for allocating indirect costs:

- Total direct salaries and wages
- Total direct costs (excluding capital expenditures and other distorting items such as subcontractor payments)

2.3 Acceptable Indirect Cost Allocation Methods

OMB Circulars describe the following allowable methods for allocating indirect costs:

- Simplified allocation method
- Direct allocation method
- Multiple allocation base method
- Negotiated indirect cost rate

Simplified Allocation Method

This method can be used when an organization's major functions benefit from its indirect costs to approximately the same degree. Using this method, all allocable costs are considered indirect costs and an indirect cost rate is determined by dividing total allowable indirect costs by an equitable distribution base.

Example

Agency-wide indirect costs	\$250,000
Less: Capital expenditures	10,000
Allocable indirect costs	240,000
Total agency-wide indirect salaries	\$1,000,000
Indirect cost rate (\$240,000/\$1,000,000)	24%
Program direct salaries	\$100,000
Program indirect costs (24% x \$100,000)	\$24,000

Direct Allocation Method

This method can also be used when an organization's major functions benefit from its indirect costs to approximately the same degree. Using this method, all costs except general administration and general expenses are treated as direct costs. Joint costs for depreciation, rental, facilities maintenance, telephone, and other similar expenses are prorated individually to each direct activity on a basis appropriate for that type of cost.

The remaining costs, which consist exclusively of general administration and general expenses are then allocated using the simplified allocation method previously discussed.

Multiple Base Allocation Method

This method can be used when an organization's major functions benefit from its indirect costs in varying degrees. Using this method, indirect costs are grouped to permit allocation of each grouping on the basis of the benefits provided to the major functions. Each grouping is then allocated individually using the basis most appropriate for the grouping being allocated.

2.4 Cost Allocation Plan

If the CONTRACTOR has a negotiated indirect cost rate approved by a federal agency, it shall submit a copy of the approval letter when requested by County.

If the CONTRACTOR does not have a negotiated indirect cost rate, CONTRACTOR shall submit an annual Agency-wide Cost Allocation Plan when requested by County. The Cost Allocation Plan shall be prepared in accordance with County instructions and the applicable OMB Circular and include the following information:

1. CONTRACTOR general accounting policies:
 - Basis of accounting (cash or accrual)

- Fiscal year
 - Method for allocating indirect costs (simplified, direct, multiple, negotiated rate)
 - indirect cost rate allocation base
2. Identify the CONTRACTOR's direct and indirect costs (by category) and describe the cost allocation methodology for each category.
 3. Signature of CONTRACTOR management certifying the accuracy of the plan.

Negotiated Indirect Cost Rates

Agencies have the option of negotiating an indirect cost rate or rates for use on all their Federal programs. The CONTRACTOR must submit a cost allocation plan to the federal agency providing the most funds to the organization. The approved indirect cost rate is then applied to the total approved direct cost base.

If CONTRACTOR has a federally approved indirect cost rate, CONTRACTOR shall submit a copy of the approval letter to COUNTY upon request.

D. UNALLOWABLE COSTS

OMB Circulars address the allowability of a variety of different costs. For all costs, there are certain restrictions and limitations; however, the following costs are not allowable under any circumstances:

- Bad debts
- Contingency provisions
- Contributions and donations
- Fines and penalties
- Fundraising activities
- Interest expense (unless expressly allowed by Federal guidelines)
- Losses on other awards

E. OVERPAYMENTS

If upon audit, or at any time during the Agreement year, it is determined that invoices submitted to the County and used as a basis for payments to the CONTRACTOR were inaccurate, County shall determine the total overpayment and require the CONTRACTOR to repay County. The County may withhold payments from CONTRACTOR's future payments for any amounts not returned to the COUNTY or credited to the Contract unless otherwise prohibited by State or federal regulations.

F. MISCELLANEOUS REQUIREMENTS

1.0 Insurance

CONTRACTOR is responsible for securing and maintaining insurance coverage as required by the Agreement. CONTRACTOR must notify County when insurance is revoked, reduced to a level or coverage less than required, or otherwise made ineffective.

Insurance shall include an endorsement naming the COUNTY as an additional insured.

2.0 Activity

No funds, materials, property, or services contributed to the COUNTY or the CONTRACTOR under this Agreement shall be used in the performance of any political activity, the election of any candidate, or the defeat of any candidate for public office.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. November 2002)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

A change to note. Workers **cannot** claim the EIC if their 2002 investment income (such as interest and dividends) is over \$2,550.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on **Form W-4**, Employee's Withholding Allowance Certificate.

Note: *You are encouraged to notify each employee whose wages for 2002 are less than \$34,178 that he or she may be eligible for the EIC.*

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS **Form W-2**, Wage and Tax Statement, which has the required information about the EIC on the back of **Copy B**.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- **Notice 797**, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2003.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS Web Site at www.irs.gov.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2002 instructions for Form 1040, 1040A, 1040EZ, or **Pub. 596**, Earned Income Credit (EIC).

How Do My Employees Claim the EIC? Notice 1015

(Rev. 11-2002)

Eligible employees claim the EIC on their 2002 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2002 and owes no tax but is eligible for a credit of \$791, he or she must file a 2002 tax return to get the \$791 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2003 can get part of the credit with their pay during the year by giving you a completed **Form W-5**, Earned Income Credit Advance Payment Certificate. You **must** include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see **Pub. 15**, Employer's Tax Guide.

Notice 1015
(Rev. 11-2002)



ATTACHMENT G**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

The County's solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All bidders or proposers, whether a contractor or subcontractor, must complete this form to either 1) request an exception from the Program requirements or 2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For (Type of Goods or Services):		

Complete Part I or Part II below, as appropriate.

Part I - Application for Exception From the Program

I request an exception from the Program for the following reason(s) (check the appropriate box(es) and attach documentation that supports your claim):

☐ My business does not meet the definition of "contractor," as defined in the Program," because my business has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000 in any 12 month period). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

☐ My business is a small business as defined in the Program. It 1) has 10 or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than 10 employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II - Certification of Compliance

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

“Contractor Employee Jury Service”**Los Angeles County Code Sections 2.203.010 through 2.203.090****2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002).

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. “Contractor” means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. “Employee” means any California resident who is a full-time employee of a contractor under the laws of California.
- C. “Contract” means any agreement to provide goods to, or perform services for or on behalf of, the county.
- D. “Full time” means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer.
- E. “County” means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0015 § 1 (part), 2002).

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence two or more months after the effective date of this chapter. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence two or more months after the effective date of this chapter. (Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees’ regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002).

2.203.050 Other Provisions.

- A. Administration.** The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification.** At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

- A. Other Laws.** This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements.** This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business.** This chapter shall not be applied to any contractor that meets all of the following:
1. Has ten or fewer employees during the contract period; and,
 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002).

No shame. No blame. No names.

**Newborns can be safely given up
at any Los Angeles County
hospital emergency room or fire station.**



**In Los Angeles County:
1-877-BABY SAFE
1-877-222-9723
www.babysafela.org**



State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary

Department of Social Services
Rita Saenz, Director



Los Angeles County Board of Supervisors
Gloria Molina, Supervisor, First District

Yvonne Brathwaite Burke, Supervisor, Second District

Zev Yaroslavsky, Supervisor, Third District

Don Knabe, Supervisor, Fourth District

Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.

Sin pena. Sin culpa. Sin peligro.

**Los recién nacidos pueden ser entregados
en forma segura en la sala de emergencia de
cualquier hospital o en un cuartel de bomberos
del Condado de Los Angeles.**



En el Condado de Los Angeles:

1-877-BABY SAFE

1-877-222-9723

www.babysafela.org



Estado de California
Gray Davis, Gobernador

Agencia de Salud y Servicios Humanos
(*Health and Human Services Agency*)
Grantland Johnson, Secretario

Departamento de Servicios Sociales
(*Department of Social Services*)
Rita Saenz, Directora



Consejo de Supervisores del Condado de Los Angeles

Gloria Molina, Supervisora, Primer Distrito

Yvonne Brathwaite Burke, Supervisora, Segundo Distrito

Zev Yaroslavsky, Supervisor, Tercer Distrito

Don Knabe, Supervisor, Cuarto Distrito

Michael D. Antonovich, Supervisor, Quinto Distrito

Esta Iniciativa tambien esta apollada por First 5 LA y INFO LINE de Los Angeles.

¿Qué es la Ley de Entrega de Bebés Sin Peligro?

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura, dentro de los tres días del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden empezar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles, al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

¿Los padres deben llamar antes de llevar al bebé?

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

¿Es necesario que el padre/madre diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

¿Qué ocurrirá con el bebé?

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

¿Qué pasará con el padre/madre?

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

¿Por qué California hace esto?

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

Historia de un bebé

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

Cada recién nacido merece una oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmelo qué otras opciones tiene.

Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarles a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.

**ADMINISTRATION OF CONTRACT - CONTRACTOR
CONTRACTOR'S ADMINISTRATION**

CONTRACTOR'S NAME:

CONTRACT NO.

CONTRACTOR'S PROGRAM DIRECTOR:

Name:

Title:

Address:

Telephone:

Facsimile:

E-Mail Address:

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name:

Title:

Address:

Telephone:

Facsimile:

E-Mail Address:

Name:

Title:

Address:

Telephone:

Facsimile:

E-Mail Address:

Notices to Contractor shall be sent to the following address:

Address:

ADMINISTRATION OF CONTRACT - COUNTY
COUNTY's ADMINISTRATION

CONTRACT NO. _____

COUNTY PROGRAM DIRECTOR:

Name:	David Waage
Title:	Personnel Officer
Address:	425 Shatto Place, Room 103
	Los Angeles, CA 90020
Telephone:	(213) 351- 5524
Facsimile:	(213) 351-5427
E-Mail Address:	waaged@dcfs.co.la.ca.us

COUNTY PROGRAM MANAGER:

Name:	
Title:	
Address:	425 Shatto Place, Room 105
	Los Angeles, CA 90020
Telephone:	(213) 351-
Facsimile:	(213) 351-
E-Mail Address:	

COUNTY CONTRACT PROGRAM MONITOR:

Name:	
Title:	
Address:	
Telephone:	
Facsimile:	
E-Mail Address:	

CHARITABLE CONTRIBUTIONS CERTIFICATION

 Company Name

 Address

 Internal Revenue Service Employer Identification Number

 California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (S8 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

CERTIFICATION**YES****NO**

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, It will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

()

()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

()

()

 Signature

 Date

 Name and Title (please type or print)

USER COMPLAINT REPORT PSYCHOLOGICAL EVALUATION SERVICES

This form is to be used by DCFS users of psychological evaluation services to report service discrepancies and/or failure to provide training as specified. This User Complaint Report must be delivered immediately to the County Program Manager for this Contract.

Date of Report:	DCFS User Name:
<hr/>	
DCFS Office Address:	
<hr/>	
Phone No.	E-mail Address:
<hr/>	
Date(s) of Incident(s):	
<hr/>	

Below, please check the appropriate boxes and explain each incident separately:

- ☐ Contractor's Program Director is not responding to messages.
- ☐ Contractor's staff not available or not responding to messages.
- ☐ Contractor making staff changes without notification to the County.
- ☐ Illegal or inappropriate behavior by Contractor's staff.
- ☐ Contractor not submitting reports or maintaining records as required.
- ☐ Contractor not complying with the quality assurance requirements as specified in the Contract.
- ☐ Other (describe):

To report an urgent/serious problem, call Mattie S. Bryant at: 213-351-5639

Send UCR to _____ at 425 Shatto Place, Room 105, Los Angeles, CA 90020 and a copy to Contracts Administration, 425 Shatto Place, Room 400, Los Angeles, CA 90020.

AGREEMENT

CONTRACTOR'S OBLIGATIONS UNDER HIPAA

Under this Contract, CONTRACTOR provides services to COUNTY and CONTRACTOR receives, has access to, and/or creates Protected Health Information, as defined below, in order to provide those services. COUNTY is subject to the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and regulations promulgated under HIPAA, including the "Standards for Privacy of Individually Identifiable Health Information" which are located in Title 45 of the Code of Federal Regulations, Parts 160 and 164 ("Privacy Regulations"). The Privacy Regulations mandate certain protections for the privacy and security of Protected Health Information. The Privacy Regulations also require COUNTY to enter into an agreement with CONTRACTOR in order to obtain satisfactory assurance from CONTRACTOR that CONTRACTOR will appropriately safeguard the Protected Health Information. Disclosure to or use of Protected Health Information by CONTRACTOR is prohibited if such an agreement is not in place. Therefore, the parties agree to the terms of this Attachment M.

1.0 DEFINITIONS

- 1.1 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside CONTRACTOR's internal operations, or to other than its employees.
- 1.2 "Individual" means the person who is the subject of Protected Health Information, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- 1.3 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 164.501, limited to the information created or received by CONTRACTOR from or on behalf of COUNTY. Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by CONTRACTOR from or on behalf of COUNTY, or is created by CONTRACTOR, or is made accessible to CONTRACTOR by COUNTY.
- 1.4 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the

production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.

1.5 “Services” has the same meaning as in this Contract.

1.6 “Use” or “Uses” mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within CONTRACTOR’s internal operations.

1.7 Terms used, but not otherwise defined, in this Contract shall have the same meaning as those terms in the Privacy Regulations.

2.0 OBLIGATIONS OF CONTRACTOR

2.1 Permitted Uses and Disclosures of Protected Health Information. CONTRACTOR:

(a) shall Use and Disclose Protected Health Information as necessary to perform the Services, and as provided in Sub-sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 of this Attachment M;

(b) shall Disclose Protected Health Information to COUNTY upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

CONTRACTOR shall not Use or Disclose Protected Health Information for any other purpose.

2.2 Adequate Safeguards for Protected Health Information. CONTRACTOR warrants that it shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Contract. CONTRACTOR agrees to limit the Use and Disclosure of Protected Health Information to the minimum necessary in accordance with the Privacy Regulation’s minimum necessary standard.

2.3 Reporting Non-Permitted Use or Disclosure. CONTRACTOR shall report to COUNTY each Use or Disclosure that is made by CONTRACTOR, its employees, representatives, agents or subcontractors, but is not specifically permitted by this Contract. The initial report shall be made by telephone call to the appropriate Department, within forty-eight (48) hours from the time the CONTRACTOR first becomes aware of the non-permitted Use or Disclosure, as follows:

Chief Information Office Privacy Officer
213-974-2166

The initial telephone report shall be followed by a full written report no later than ten (10) business days from the date the CONTRACTOR becomes aware of the non-permitted Use or Disclosure, and shall be sent to COUNTY's Chief Information Privacy Officer at:

Chief Information Privacy Officer
Kenneth Hahn Hall of Administration
500 West Temple Street
Suite 493
Los Angeles, CA 90012

- 2.4 Mitigation of Harmful Effect. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a Use or Disclosure of Protected Health Information by CONTRACTOR in violation of the requirements of this Contract.
- 2.5. Availability of Internal Practices, Books and Records to Government Agencies. CONTRACTOR agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining COUNTY's compliance with the Privacy Regulations. CONTRACTOR shall immediately notify COUNTY of any requests made by the Secretary and provide COUNTY with copies of any documents produced in response to such request.
- 2.6 Access to Protected Health Information. CONTRACTOR shall, to the extent COUNTY determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by COUNTY available to the Individual(s) identified by COUNTY as being entitled to access and copy that Protected Health Information. CONTRACTOR shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from COUNTY. CONTRACTOR shall provide copies of that Protected Health Information within five (5) business days after receipt of request from COUNTY.
- 2.7 Amendment of Protected Health Information. CONTRACTOR shall, to the extent COUNTY determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by COUNTY. CONTRACTOR shall make such amendment within ten (10) business days after receipt of request from COUNTY in order for COUNTY to meet the requirements under 45 C.F.R. § 164.526.
- 2.8 Accounting of Disclosures. Upon COUNTY's request, CONTRACTOR shall provide to COUNTY an accounting of each Disclosure of Protected Health Information made

by CONTRACTOR or its employees, agents, representatives or subcontractors. However, CONTRACTOR is not required to provide an accounting of Disclosures that are necessary to perform the Services if such Disclosures are for either payment or health care operations purposes, or both.

Any accounting provided by CONTRACTOR under this Sub-section 2.8 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Sub-section 2.8, CONTRACTOR shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. CONTRACTOR shall provide to COUNTY, within ten (10) business days after receipt of request from COUNTY, information collected in accordance with this Sub-section 2.8 to permit COUNTY to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

3.0 OBLIGATION OF COUNTY

- 3.1 Obligation of COUNTY. COUNTY shall notify CONTRACTOR of any current or future restrictions or limitations on the use of Protected Health Information that would affect CONTRACTOR's performance of the Services, and CONTRACTOR shall thereafter restrict or limit its own uses and disclosures accordingly.

4.0 TERM AND TERMINATION

- 4.1 Term. CONTRACTOR's obligations under Sub-sections 2.1 (as modified by Sub-section 4.2), 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 shall survive the termination or expiration of this Contract.
- 4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Contract, upon COUNTY's knowledge of a material breach by CONTRACTOR, COUNTY shall either:
- (a) Provide an opportunity for CONTRACTOR to cure the breach or end the violation, and terminate this Contract if CONTRACTOR does not cure the breach or end the violation within the time specified by COUNTY; or
 - (b) Immediately terminate this Contract if CONTRACTOR has breached a material term of this Contract and cure is not possible; or
 - (c) If neither termination or cure are feasible, COUNTY shall report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration

- (a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Contract, CONTRACTOR shall return or destroy all Protected Health Information received from COUNTY, or created or received by CONTRACTOR on behalf of COUNTY. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of CONTRACTOR. CONTRACTOR shall retain no copies of the Protected Health Information.
- (b) In the event that CONTRACTOR determines that returning or destroying the Protected Health Information is infeasible, CONTRACTOR shall provide to COUNTY notification of the conditions that make it infeasible. If return or destruction is infeasible, CONTRACTOR shall extend the protections of this Contract to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as CONTRACTOR maintains such Protected Health Information.

5.0 MISCELLANEOUS

- 5.1 No Third Party Beneficiaries. Nothing in this Contract shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 5.2 Use of Subcontractors and Agents. CONTRACTOR shall require each of its agents and subcontractors receiving Protected Health Information from CONTRACTOR, or creating Protected Health Information for CONTRACTOR, on behalf of COUNTY, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Attachment M.
- 5.3 Relationship to Agreement Provisions. In the event that a provision of this Attachment M is contrary to any other provision of this Contract, the provision of this Attachment M shall control.
- 5.4 Regulatory References. A reference in this Contract to a section in the Privacy Regulations means the section as in effect or as amended.
- 5.5 Interpretation. Any ambiguity in this Contract shall be resolved in favor of a meaning that permits COUNTY to comply with the Privacy Regulations.
- 5.6 Amendment. The parties agree to take such action as is necessary to amend this Contract from time to time as is necessary for COUNTY to comply with the requirements of the Privacy Regulations.

**COUNTY OF LOS ANGELES
POLICY ON DOING BUSINESS WITH SMALL BUSINESS**

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE...

The importance of small business to the County...

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow...

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

PART I - SUPPLEMENTAL INFORMATION

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

Vendor Name: ADVANCED BUILDING MAINTENANCE

Principal Owners: Michael Sullivan / Erlinda Sullivan

Debarment Start Date: 6/14/2005 Debarment End Date: 6/13/2008

Vendor Name: INSPECTION ENGINEERING CONSTR

Alias: Inspection Engineering Construction

Principal Owners: Jamal Deaifi

Debarment Start Date: 6/13/2006 Debarment End Date: 6/12/2016

Vendor Name: 2X, Inc. a.k.a. LA Internet, Inc.,
2X Access
Internet Business International
 (Referred to collectively as "LA Internet")

Principal Owners: Ken Reda
 Albert Reda
 Louis Cherry

Debarment Start Date: September 9, 2003 Debarment End Date: September 8, 2006

Vendor Name: MTS Advanced Corp.

Principal Owners: Emir Khan / Zulaine Hernandez

Debarment Start Date: 2/8/2005 Debarment End Date: 2/7/2008